

Heritage House Stewardship Team

Description – The 26-acre Arboretum & Botanical Garden at Cal State Fullerton is an urban oasis with a wide variety of plants and includes a Victorian-era house. The house moved from downtown Fullerton to the Arboretum to serve as a museum. Now known as Heritage House, it once served as the medical office for Dr Clarke, one of the Fullerton’s earliest medical professionals, and the family home.

Since opening to the public in 1979, Heritage House has been a museum, offering tours and local history programs as an example of life in the late 1800s. The Heritage House Stewardship team will include up to six students who will work as a team and have the opportunity to learn about local history, collections care, medicinal plants, tour development and interpretation through real-world experience. Interns will guidance from Arboretum staff and volunteer mentors in all aspects of this internship.

Responsibilities

- Sorting and packing of collections to provide safety and security for the collection.
- Condition reporting of collections as it relates to collection care, storage, and lending principles.
- Conduct provenance research on collection for exhibition purposes.
- Research and assist with developing a plan for potential educational activities.
- Develop labels and interpretive signage for house contents.
- Provide in-person interpretation to arboretum visitors.
- May assist promoting the project and arboretum on social media and through other avenues.
- Give a presentation to Arboretum staff and volunteers at the end of the semester.

Availability – This program is open to a group of up to six student interns in the Fall, Spring and Summer semesters. CSUF students in any major from undergraduate to graduate level are eligible.

Time Commitment – Interns will work at least 8 hours per week for a total of 120 hours per semester. Time will consist of work/activity days, independent research, and team meetings.

Student Learning Objectives

- Learn aspects of museum operations, collection management, and museum functions.
- Learn data collection and research practices in provenance and exhibition development.
- Teamwork, team building, team management and leadership skills
- Project and event planning, coordination, and implementation
- Integrated pest management principles as they apply to collection care.
- Building relationships with campus community members and a stronger connection to campus
- Evaluate museum operations and programs more effectively.
- Promoting sustainability in a museum setting.
- Develop cross-disciplinary skills and work with students from other majors.
- Develop soft skills that are applicable to any workplace.

Application Process – Register with the Center for Internships and Community Engagement. Provide the arboretum with a resume and cover letter explaining why you would like to participate in this internship program and what makes you a suitable candidate. Interns are responsible for arranging course credit with their adviser/department/college.