Internships for Registrar’s Office and Database Management

Natural History Museum, Los Angeles County
NHM has amassed one of the world’s most extensive and valuable collections of natural and cultural history — more than 35 million objects, some as old as 4.5 billion years. Curatorial staff not only cares for those collections, but uses them for groundbreaking scientific and historical research. The Museum also curates new, immersive exhibitions using our specimens and objects that give visitors the opportunity to explore the “big picture” of our planet, the stories behind them, and the increasing interrelatedness of the natural and cultural worlds. NHMLA is a family of museums including the Natural History Museum located in Exposition Park, the La Brea Tar Pits and Museum, and the William S. Hart Ranch and Museum located in Newhall.

Registrar’s Office and Database Management Internships & Volunteer Opportunities:
The Registrar’s Office maintains the records documenting the collections and loans of the Natural History Museum of Los Angeles, The William S. Hart Museum, and the La Brea Tar Pits and Museum. Internships are considered part of the Museum’s volunteer program and therefore are unpaid opportunities. All interns are directly supervised by the Registrar and Database Manager. Familiarity with the natural sciences is helpful but not required. Some internships require entry to mid-level proficiency in areas such as relational databases, digital asset management systems, metadata creation and management, proficiency with Windows PC computers and Microsoft Excel. All internship work will be completed on site at the Natural History Museum of Los Angeles County, hours: Monday - Friday, TBA. Project placements will be based on student skill level, project needs, and resource availability.

Possible 2019/2020 projects (subject to change based on interest and availability) may include:

Digitize accession documents
- Scan accession documents;
- Assign predetermined specified names to each scan;
- Add digitized document to museum’s Digital Asset Management System;
- Assign appropriate metadata to each new record;
- Consult Registrar to determine further processing steps.

Digitize, organize, and assemble resources
- Digitize accession catalog cards from our Mammalogy collection;
- Properly name, describe, and import the digitized cards into our CMS DAMS;
- Associate each scanned card with its related digital record;
- Verify data is consistent between scanned representation and digital record.

Research and Associate digital records
- Gather unattached collection records;
- Determine which accession records should be associated with the unattached collection records;
- Link the collection records and their related accession records in our Collections Management System.

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