



Collections Management Internship

The History Museum at the Castle seeks qualified undergraduate candidates for a Collections Management internship.

Responsibilities:

- Assist in the continuing organization of the collection
- Create, organize, and maintain object files, identifying gaps in documentation
- Research exhibition, publication, and provenance history to ensure proper documentation in the object files and electronic database
- Coordinate with museum staff and volunteers to complete assigned projects

Qualifications:

- Enrollment in a recognized history, art history, public history, or museum studies program at the college level
- Prior research experience
- Demonstrated written and communication skills
- Knowledge of American history
- Familiarity with computer databases
- Careful attention to detail

Museum staff will work with intern(s) to determine a working schedule that benefits both parties and will meet internship requirements from the respective university.

To apply, follow the **Internship Application Directions** and send the required documents to erin@myhistorymuseum.org