The collections of Heritage Museums & Gardens consist of a wide range of American objects, most of which date between 1820 and 1940. The collection includes: paintings and prints, scrimshaw, weathervanes, Nantucket baskets, trade signs, toys, bird carvings, glass, silver, ceramics, tools, firearms, military miniatures, Native American artifacts, and automobiles.

**Duties and Responsibilities of Collections Management Interns:**
The duties of the Collections Management Intern will be to assist the curator in work relating to the museum’s collection. This usually involves working in the collection storage area of the museum and may include: collection inventories, object numbering, adding items to the collection (accessioning), digital photography of collection items and manipulation of digital images. This internship will also involve entering information gathered during collections processing activities into the museum’s collections management database.

**Qualifications:**
- Strong interest in American history, American art, material culture and/or museum work
- Must be proficient with computers and digital photography
- Ability to work independently
- Strong attention to detail

**Duration and Hours:**
Minimum 8 unpaid hours per week. Schedule may vary.

**Required Documentation:**
Resume, cover letter and two references. Valid U.S. driver’s license.

To apply, email resume, cover letter, and two references to:
Jennifer Madden, Director of Collections & Exhibitions
jmadden@heritagemuseums.org