

Collections Management Internship

Museum - Curatorial Services

Compensation: \$2,500.00

Application deadline: March 13, 2026

The Mississippi Department of Archives & History (MDAH) is seeking an organized and motivated individual to serve in the Curatorial Services Section of the Museum Division as the Collection Management Intern. This position will facilitate the care and preservation of the department's Historic Objects Collection, particularly the cataloging, photographing, and housing of a wide range of objects. This internship offers unique opportunities to learn about the standards and best practices of collection management and to gain hands-on experience in object handling and collection care.

Primary Responsibilities:

- Re-house boxed objects or objects in a temporary location to the appropriate storage location based on Division standards
- Create storage mounts for the re-housed objects if needed
- Update or create catalog records for objects from backlogged and newly accessioned collections and enter the information into the collection management system
- Photograph and create Metadata for objects that are cataloged
- Update and maintain the collection files
- Research on accessioned objects
- Assist with other projects as needed
- Present a final project report at the Intern Expo on July 30

Requirements:

- Currently enrolled in an accredited bachelor's or master's degree program, preferably in museum studies, history, art history, or other related programs
- Excellent oral and written communication skills
- The ability to work independently with prolonged focus and attention to detail
- Strong computer skills and proficiency in Microsoft Office; experience with collection management systems and Photoshop is preferred
- Previous experience of working in museums and knowledge of collections management principles are a plus.
- Interest in museum work and Mississippi history
- Must be able to lift 40 lbs and use a ladder if necessary

Time Commitment:

This internship runs from June 1 to July 31 and requires a minimum of 160 hours. Work hours are flexible, Monday through Friday between 9:00 a.m. and 5:00 p.m., with the specific schedule determined by mutual agreement between the intern and MDAH staff. Some exceptions may apply for required intern enrichment activities, professional development opportunities, and the final Intern Expo.

How to Apply:

Submit an online application through the [MDAH website](#) by March 13, 2026.

For more information, please contact the Human Resources Program Manager, Meredith Kent, at (601) 576-7304 or mekent@mdah.ms.gov.