



**Internship in Collections Management and Registration**  
**Posted: July 14, 2021**

The Museum of African American History, Boston and Nantucket seeks one intern in the area of Collections Management and Archives for fall, 2021 for our Nantucket site. The intern will be selected according to experience, academic background, availability, aptitude, and the ability for the organization to match the intern with its current needs. Interested students should be working toward a degree in history, archives management, architectural preservation, African American studies, museum studies, or related field. Preference will be given to students in their Senior Year of college, or enrolled in an advanced degree program. Previous museum experience is not required. Attention to detail is a must, as well as the ability to lift 25 lbs. and navigate stairs.

**Project Description:**

Interns will assist the Museum to improve collections stewardship of its art, artifact, and archival collections at its off-site storage facility on Nantucket over a 2 week period in October, 2021. The successful candidate will assist the staff in cataloguing un-processed and un-numbered artifacts, taking digital photographs of artifacts, learning preventative conservation techniques and artifact cleaning protocols, sorting archival materials, and rehousing art and artifacts. The collection relates to the Seneca Boston - Florence Higginbotham House and the African Meeting House on Nantucket. See the Museum's website for more information on the Nantucket properties: [https://www.maah.org/nantucket\\_campus](https://www.maah.org/nantucket_campus)

**Responsibilities:**

- Project planning meetings.
- Cataloguing a collection of items housed at the museum's off-site storage space on the island of Nantucket, Massachusetts.
- Arranging and describing the Museum's archival holdings.
- Participating in preventative collection care activities.
- Helping to rearrange storage spaces to better accommodate collections materials.
- Receiving instruction in object handling and re-housing artifacts.
- Receiving training in Past Perfect collections management database.
- Making order out of chaos in sometimes dusty and cluttered conditions.
- Producing a short report summarizing the internship project and its outcomes.
- Visiting area museums to see behind the scenes and talk with staff members.

**Internship Hours and Details:**

This is an excellent opportunity for a student who wishes to complete an internship in a short and discreet period of time. The intern will spend about 2 weeks working full time for 15 – 18 days on the island for a total of 120 hours between October 11<sup>th</sup> and 30<sup>th</sup>, 2021. In addition to the time on the island, the intern will participate in 4 remote meetings leading up to the period on Nantucket and 3 remote meetings afterwards. There will be additional preparation time and a term paper to be executed, for a total of 200 hours. All remote work will be conducted M-F, 9 a.m. to 5 p.m. On site work will be conducted Mondays through Sundays, 9 a.m. to 5 p.m.. Housing is not provided. Free parking at the off-site storage facility is available. The site on Nantucket is bus accessible from the main town. If University credit is desired, the total hours must meet the minimum internship hours required for your program.

Internships with The Museum of African American History are dynamic, interesting, educational, and fun experience. Interns may earn course credit with approval from their academic institution.

**Stipend: \$2,000**

**About the Museum:**

The Museum of African American History, Boston and Nantucket is comprised of four historically significant building sites in addition to a collection of over 4,000 objects, paintings, sculpture, photographs, prints, drawings, costumes, textiles, and memorabilia. Two buildings are located in Boston: The African Meeting House and the Abiel Smith School. Exhibition galleries are located in the 1835 Abiel Smith School. A partnership with the National Parks Service provides daily tours of the African Meeting House in Boston and seasonal tours of the Black Heritage Trail. On Nantucket, the museum owns and operates the African Meeting House and the Seneca Boston – Florence Higginbotham House.

**To Apply:**

Please send a cover letter, resume, availability, and list of three references, preferably by email, to:

Cara Liasson  
Collections Manager  
[cliasson@maah.org](mailto:cliasson@maah.org)

Materials may also be mailed to:

Cara Liasson  
Collections Manager  
Museum of African American History, Boston and Nantucket  
31 Milk St., Suite 705  
Boston, MA 02109