



Collections Management Internship

Tudor Place Historic House & Garden is seeking an intern to assist with various projects in the Collections Department during the fall semester of 2021. Located in the historic Georgetown neighborhood of Washington, D.C., Tudor Place was the Peter family's urban residence and continually occupied as a private home from 1805 until 1983. The National Historic Landmark House, completed in 1816, was designed by William Thornton. The Tudor Place collection represents every period of the estate's occupation and totals over 18,000 objects.

This internship will include tasks such as inventorying and numbering objects, data entry in Past Perfect, object photography, and routine care of the museum collection and exhibit spaces. This internship is well suited to students interested in historic house collections management. The ideal candidate will be a graduate student in a museum studies or related program looking to gain additional experience in object handling, preventive conservation, and cataloguing.

Tasks:

- Photograph and catalog objects into Past Perfect database; update paper records as needed
- Work with Collections Manager to physically number objects and re-house objects
- Perform daily preventive maintenance including dusting of objects on display, vacuuming of floors and care of historic rugs on display in the furnished spaces
- Assist with placement of Christmas decorations and objects throughout the house for the seasonal thematic holiday installation
- Research as needed

Qualifications:

- Must be a current student or recent graduate of a museum studies, conservation, public history, or related program
- Experience with museum collections management databases, preferably Past Perfect
- Knowledge of collections management practices and object handling experience is desirable

Schedule & Logistics:

- 21-28 hours per week with a flexible schedule; total number of hours dependent on credit requirements of the student's academic institution if credit is being sought for internship (ideally 260 over the course of the semester).
- Approximate dates of internship are August 30, 2021 through the end of the 2021 fall semester
- Work will primarily be in person at Tudor Place, though some allowances may be made for remote work as necessary
- Free on-site parking and a Museum Shop discount are offered

Stipend: \$1,200

Send a resume and cover letter to Bryn Cooley, Collections Manager at bcooley@tudorplace.org with subject line "Collections Management Intern" by COB July 26, 2021.