



Collections Management Internship Spring 2027

Tudor Place Historic House & Garden is offering a **Collections Management Internship** that will provide experience in object handling and preservation, database management, and exhibition installation.

Primary Responsibilities:

- Assist with the installation of Tudor Place's 2027 tour
- Assist with the site's annual inventory and deep cleaning of historic spaces
- Prepare object records for the site's collections database public portal
- Other collections management activities as time permits

Qualifications:

- Must be a student currently enrolled in a graduate degree program in museum studies, history, archives or related field
- Knowledge of museum best practices in collections management
- Ability to work independently
- Knowledge of Microsoft Office

Schedule & Logistics:

- Approximately 15-20 hours/week with a flexible schedule Monday-Friday (9 a.m.- 4 p.m.) with option for remote work; total number of hours dependent on credit requirements of student's academic institution if credit is being sought for the internship
- Approximate dates of internship are January 2027 to May 2027
- Interns are eligible to receive a Museum Shop discount and free on-site parking

Stipend: \$1800

To Apply:

Submit a resume and cover letter to Justyce Bennett, Collections Manager, at jbennett@tudorplace.org with subject line 'Collections Management Internship' by November 1, 2026. No phone calls please.

For more information about Tudor Place and our programs, please visit www.tudorplace.org.