

El Rancho de las Golondrinas – Internship Program

Collections Intern – Summer 2026

Seasonal Internship • Collections Department

POSITION SUMMARY

The Collections Intern supports the preservation, documentation, and stewardship of the Museum’s historic objects,

archives, and material culture. This internship offers hands-on experience in collections management, cataloging,

preventive conservation, and behind-the-scenes museum operations.

KEY RESPONSIBILITIES

Collections Management & Documentation

- Assist with cataloging objects and archival materials.
- Update object records and condition notes.
- Photograph objects for documentation.
- Support rehousing and organization of collections.

Preventive Conservation

- Conduct routine condition checks.
- Assist with environmental monitoring.
- Support preventive conservation measures.
- Help prepare objects for exhibitions or rotations.

Research & Interpretation Support

- Research artifacts and historic structures.
- Compile reference materials and object histories.
- Support labeling, inventory, and exhibit preparation.

Collections Operations

- Assist with organizing and maintaining storage spaces.

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- Help with inventories across the historic site.
- Support supervised object movement and installation procedures.

QUALIFICATIONS

- Current college student or emerging professional in museum studies or related fields.
- Strong attention to detail and organizational skills.
- Ability to handle objects carefully and follow procedures.
- Professionalism, confidentiality, and reliability.

SCHEDULE & COMPENSATION

- Seasonal internship: late May through mid-August 2026.
- Approximately 20–32 hours per week.
- Stipend or hourly wage to be determined.

LEARNING OUTCOMES

- Understanding of collections management standards.
- Cataloging and object-handling skills.
- Preventive conservation and environmental monitoring.
- Research and documentation experience.

Please send letter of interest and/or resume to jackiecamborde@golondrinas.org