

Town of Windsor Museum
Collections Management Intern

The Town of Windsor Museum in Windsor, CO has openings for Collections Management Interns. Interns will assist with all elements of collections management, including inventory, cataloguing, data entry, object marking and photographing. In addition to general duties, interns are encouraged to identify a specific project that they can oversee in its entirety. Examples include working with the curator to establish a conservation and storage plan for the Museum's scrapbook collection, researching a specific collection within the Museum's holdings, or developing a consolidated photograph database.

Strong candidates will have a background in history, museum studies, or a related field and should be pursuing or have completed an undergraduate degree. Basic knowledge and experience working with a historic collection, Past Perfect software, and museum management procedures is preferred. Interns will need to pass a background check and be able to climb ladders and lift up to 40lbs. Internships range from 15 to 35 hours per week, and while the experience gained through the internship is priceless, the position is otherwise uncompensated. Applications are accepted on a rolling basis. Please send a cover letter and resume to:

Katie Bates

Museum Curator
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