

# PAID INTERNSHIP IN COLLECTIONS MANAGEMENT

Department: Planning/Jefferson Patterson Park & Museum/Maryland Archaeological Conservation Lab

Opening Date: January 20, 2026

Closing Date: February 20, 2026

Salary: Not to exceed \$7,200.00

Employment Type: Temporary

Work Location: St. Leonard, MD

## Internship Description:

The Maryland Archaeological Conservation Laboratory (MAC Lab) at Jefferson Patterson Park and Museum in St. Leonard is seeking a student for paid internship in Collections Management. Throughout 2024 and 2025, the MAC Lab has been undergoing an expansion and renovation project, which will be wrapping up in early 2026. Beginning in February 2026, the MAC Lab Collections staff will begin preparing for the return of various collections to the newly expanded and upgraded MAC Lab Collections Storage, as well as preparing various lab spaces for the MAC Lab's official reopening in the summer of 2026. This student intern will assist MAC Lab Collections staff with the following tasks:

- returning oversized artifacts to Collections Storage
- returning diagnostic study collections to cabinets in Collections Storage
- moving and reorganizing existing collections into the new compactable shelving
- moving associated field records to new archives storage
- tracking and updating storage location information in collections inventory database
- preparing various lab spaces for the MAC Lab's reopening

This internship will provide collections management skills that could be applied to future education or a career in museums or archaeology. It will run through the spring of 2026 with potential to run into the summer of 2026 depending on the student's weekly scheduled hours. Work will be conducted during normal business hours.

The intern will receive a total amount not to exceed \$7,200.00 paid in bi-weekly increments based on the number of hours worked at a base rate of \$18.00 per hour.

- Current undergraduate or graduate students in anthropology/archaeology, with some experience processing archaeological collections, are preferred.
- Students currently enrolled in or who have recently graduated from an accredited undergraduate program in anthropology/archaeology or other closely related field are encouraged to apply.

## Internship Location:

Maryland Archaeological Conservation Laboratory/Jefferson Patterson Park and Museum

10515 Mackall Road, St. Leonard, MD 20685

## To Apply:

The following must be submitted prior to the closing deadline to be considered for the internship. If submissions are missing, the application may be removed from consideration. Submissions received after the filing date WILL NOT be accepted.

Applicants must submit:

- Cover letter
- Curriculum vitae
- A letter of recommendation from a faculty member from current or most recent school

If you are interested in the MAC Lab collections management internship, please send the above items to Rebecca Morehouse at [Rebecca.Morehouse1@maryland.gov](mailto:Rebecca.Morehouse1@maryland.gov). Application deadline is February 20, 2026.