



Programs and Engagement Department
650 W. Washington Street
Indianapolis, IN 46204
317.509.7679

Education Collection Internship Description

Title: Education Collection Intern

Supervisor: Bethany Thomas

Position Purpose:

To assist the engagement team with the management of the education collection used for programming.

Key Responsibilities:

- Maintain current inventory of education collection including gallery and program space closets
- Work with collections management and curatorial staff on the research and documentation of the education collection
- Maintain storage and tracking system of education collection
- Work with engagement staff to process potential objects that may be added to the education collection
- Research and develop content on objects to be used in programming and added to database
- Other duties as assigned

Qualifications and Required Skills:

- Pursuing college degree in Museum Studies, Anthropology, History or related field
- Self-motivated, problem-solver, and organized
- Excellent research, writing and time management skills

Position Shift:

Intern and internship supervisor will plan schedule upon acceptance of the position. Hours will occur Monday through Friday between 9am and 5pm. Hours per week are negotiable and could range from **5-25 hours per week**. This is a non-paid internship.

Position Evaluation:

A final evaluation at the end of the internship is available upon request. A mid-term evaluation is available, if desired, required or warranted for the internship.

Benefits:

- Free one-year ISMHS membership after completion of 40 service hours
- IMAX Theater discounts
- Discounts at ISMHS gift shops and restaurant
- Recommendation letters from staff and documentation of hours served
- Free educational opportunities, and occasional optional day trips
- Invitations to members-only events

Start Date: September 2, 2025 (Negotiable)

End Date: December 5, 2025 (Negotiable)

How to apply: Complete **application** [here](#) and send **resume and cover letter** to:



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Emily Grant
Volunteer and Intern Services Manager
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