



## Collections Management Summer Paid Intern

The Iowa Jewish Historical Society is offering an internship providing an opportunity for students passionate about history to gain experience documenting and preserving historical collections. The intern will focus on establishing a digital repository for archival holdings, improving accessibility, and maintaining professional archival management and preservation practices. Intern will work closely with IJHS staff and gain professional skills in a dynamic cultural organization.

### Key Responsibilities

- Apply professional collections management standards and best practices
- Catalogue archival material onto PastPerfect museum software with a high degree of detail and accuracy to build an inventory
- Assist in ongoing preservation efforts of collections storage
- Write condition reports of archival holdings to update current collections records

### Qualifications

- Current students pursuing a degree in History, Public History, Archival Studies, Museum Studies or a related field
- Strong organizational and research skills
- Attention to detail and ability to follow professional collections care practices
- Excellent written and verbal communication skills
- Ability to work independently

### Learning Outcomes

- Archival cataloging: PastPerfect
- Proper handling of collections archives
- Basic preservation standards
- Inventory techniques and expectations

### Application Instructions

- Please submit the following to [Collections@jewishdesmoines.org](mailto:Collections@jewishdesmoines.org), Emma Haren:
- Resume or CV
- Cover letter describing your interest in the internship and relevant skills
- Optional: Letter of recommendation (if required by your college)

**Application Deadline:** April 17, 2026

**Start Date:** May 15, 2026

**Worksite Location:** Caspe Terrace, 33158 Ute Ave, Waukee, Iowa 50263

**24 hrs a week**

### Join Iowa Jewish Historical Society

This internship offers the opportunity to gain hands-on experience in archival and museum work, contribute to meaningful public programming, and help preserve and share the rich history of Jewish communities in Iowa. Interns leave with practical skills, professional connections, and a deeper understanding of historical preservation and cultural engagement.

IJHS is committed to providing equal opportunity in all employment and internship opportunities. We welcome applicants from all background and celebrate difference in race, ethnicity, religion, gender identity, sexual orientation, age, ability, socioeconomic background, and life experience.