



# Alabama DEPARTMENT OF ARCHIVES & HISTORY

## INTERNSHIP AT THE ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY

### MUSEUM COLLECTIONS INTERNSHIP OPPORTUNITY COLLECTIONS ASSISTANT

The Alabama Department of Archives and History seeks undergraduate and graduate student applicants for a Spring/Summer 2026 Museum Collections internship. This internship will provide the successful candidate with the opportunity to gain practical experience in processing museum collections. Students studying history, public history, library science, or related topics are encouraged to apply.

Internship objectives include:

- Researching artifacts to document their history.
- Creating catalog records using PastPerfect museum database software.
- Learning basic best practices for handling and managing museum collections.

Collections staff will provide the candidate with professional training and supervision.

Applicants must be at least 18 years old and be enrolled in an academic program or a recent graduate.

*Duration:* May – August 2026

*Academic Level:* Undergraduate and/or Graduate Student

*Location:* Alabama Department of Archives and History, 624 Washington Avenue, Montgomery, AL 36130

*Hours:* 20 to 35 hours weekly

*Schedule:* TBD

To apply for the Museum Collections Internship, please submit an ADAH Summer 2026 Internship [cover sheet](#), state [application form](#), resume, cover letter, unofficial transcript, and reference letter by a professor or academic advisor by COB on **February 27, 2026**. All application materials should be sent to Krystle Scott at [krystlem.scott@archives.alabama.gov](mailto:krystlem.scott@archives.alabama.gov) OR to Alabama Dept. of Archives and History, Attn: Krystle Scott, P. O. Box 300100, Montgomery, AL, 36130.

State Application Form: <https://personnel.alabama.gov/Downloads/StateApp.pdf>

Internship cover sheet: [https://archives.alabama.gov/about/docs/internship\\_cover\\_sheet.pdf](https://archives.alabama.gov/about/docs/internship_cover_sheet.pdf)