



Alabama DEPARTMENT OF
ARCHIVES & HISTORY

MUSEUM COLLECTIONS INTERNSHIP

The Alabama Department of Archives and History seeks undergraduate and graduate student applicants for a Summer 2025 Museum Collections internship. This internship will provide the successful candidate an opportunity to obtain 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 professional training and supervision.

Applicants must be at least 18 years old and should be a current student.

Duration: May to August 2025

Academic Level: Undergraduate or graduate

Location: Alabama Department of Archives and History

624 Washington Avenue

Montgomery, Alabama 36130

Hours: 20 to 35 hours weekly

Schedule: TBD

HOW TO APPLY

To apply for the internship, submit an ADAH Summer Internship [cover sheet](#), [state application form](#), resume, cover letter, unofficial transcript, and reference letter by a professor or academic advisor by COB on **February 28, 2025**. All paperwork should be sent to Krystle Scott at krystlem.scott@archives.alabama.gov OR to the Alabama Department of Archives and History, Attention: Krystle Scott, P.O. Box 300100, Montgomery, Alabama 36130.

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

Internship cover sheet: https://archives.alabama.gov/about/docs/internship_cover_sheet.pdf