



Title: Collections Intern  
Reports To: Collections Manager  
Schedule: Variable; total of up to 120 hours  
Duration: May-August 2026  
Status: Part-time; modest stipend may be available (details forthcoming)

Summary: Under the direct supervision of the Site's Collections Manager, the intern will participate in a wide range of collections management activities, including cataloging new acquisitions, creating digital images and metadata, assisting with the movement of collections materials, and historical research. The intern will also participate in the installation of an exhibit commemorating the 125<sup>th</sup> anniversary of President William McKinley's assassination and Theodore Roosevelt's inauguration in Buffalo, NY.

Tasks: *(this is not an exhaustive list)*

- Organize, label and rehouse objects
- Create PastPerfect catalog records
- Perform records-based research
- Digitize objects, primarily using flatbed scanner
- Produce metadata for digital images

Learning Component:

- Organization and care for museum collections
- PastPerfect Museum Software, Web Edition
- Artifact handling
- Artifact labeling
- Exhibit installation

Skills Desired:

- Excellent research skills
- Detail-oriented
- Ability to follow instructions and also work independently on long-term projects
- Ability to use a scanner and photo editing software