Internship Description – Collections Intern

Position Information:

- **Title**: Collections Intern
- **Organization**: The Hermitage Museum & Gardens
- **Internship Supervisor**: Lindsay Neal, Curator of Collections
- **Location**: 7637 North Shore Rd. Norfolk, Virginia 23505
- **Internship Type/Compensation**: Eligible ODU Humanities students should apply for a Mellon Foundation Humanities Internship Award, which provides a $15 per hour award to support their work-based learning experience.
- **Internship Duration**:
  Fall 2026 (August 24-December 11, 2026)
  Spring 2027 (January 11- May 7, 2027)
  Summer 2027 (June 7-August 20, 2027)
  Please indicate in your application materials if the desired duration of internship differs from the suggested dates listed above
- **Estimated Hours per Week**: approximately 10-15 hours per week, completed during standard museum office hours, M-F, 10am – 5pm.

Position Overview

Please provide a brief summary of the internship and its purpose. Describe how the role contributes to the organization's mission and what the intern will gain from this experience.

The Hermitage Museum & Gardens seeks a collections intern to assist the Curator of Collections. The Hermitage strives to provide intellectual and physical access to its multicultural collections while balancing preservation needs. Interns within the collections department support curatorial and collections management efforts, including the scholarly research and continual documentation (including digital record-keeping) of objects in the museum collection. These efforts further the institution's ongoing goal of making the collections accessible and discoverable in various formats and continually relevant to the communities the museum serves.

Interns within the collections department will gain hands-on experience with several aspects of museum work related to managing archival and special collections, including the daily registrar tasks associated with properly documenting collections. Interns will have the opportunity to contribute scholarly research efforts on special topics, including those related to upcoming exhibitions or publications. Students will gain real-world experience in a museum setting and will become part of a small team of museum professionals dedicated to furthering the museum's mission and core values.

About The Hermitage Museum & Gardens

The Hermitage Museum & Gardens is a nationally accredited art museum situated within Norfolk's residential Lochhaven neighborhood. It offers 12.5 acres of protected woodland, wetland and green space as well as an impressive permanent art collection that spans 5,000 years of world history. Its collection of historical Asian art objects is particularly significant. In addition to its eclectic permanent collection, the Hermitage invites people of all backgrounds to explore and discover nature and the arts through spaces that inspire creation, learning, conservation, and connection through its exhibition program, a Visual Art School on-site, and a robust calendar of public museum programs and events throughout the year.

The Hermitage Museum & Gardens' Curatorial Department Internship Philosophy:

The Hermitage is dedicated to providing enriching and engaging educational opportunities to those students seeking real-world experience within the museum industry. The Hermitage acknowledges that internships are an important form of experiential learning that integrates knowledge learned in a classroom with practical skills developed in a professional workplace setting. Internships can also significantly aid one's career path. To provide the best possible and most authentic experience to our interns, the Hermitage offers students direct supervision and mentorship from its museum staff. Interns at the Hermitage Museum & Gardens are encouraged to professionally engage with museum staff and are valued members of the Hermitage team.

Internship Responsibilities:

List key duties the intern will be expected to perform:

- Engage and converse with the general public and museum professionals about the status of one's respective work (visitors, staff, board members).

- Research several topics related to Norfolk and Hermitage history, including the life and work of the Sloane family, as well as other influential figures relevant to the museum's history and art collections.
- Support exhibit development by assisting the Curator with ongoing collections research efforts.
- Assist with community outreach and engagement efforts by collaborating with the Curator of Collections and additional departments (Education, Visitor Experience, Public Programs) to develop interpretive information that is educational and accessible to a wide range of people.
- Support museum efforts to highlight the collections on social media and through marketing. Create researched content in the form of interpretive information, exhibition labels, and online posts.
- Perform administrative tasks related to the registration department, including data entry using the relevant Collections Management System, Rediscovery. Interns will compile and assess a wide range of documents in order to assist the curator. The ongoing interpretation of these documents cultivates a deeper understanding of the history of the objects in the museum's collections.
- Students will become familiar with file conversion of image files, data-entry, and will compile documents from various sources to analyze their information.
- Interns will have the opportunity to familiarize themselves with the museum's history and its collections by sharing that information with visitors.
- Attend and contribute to team meetings (Monday staff meetings, 10-10:30am; quarterly collections committee meetings, 3:30pm).

Learning Outcomes:

By the end of the internship, the intern will:

- Gain hands-on experience with collections management and the museum field
- Learn how to integrate research into interpretive content
- Develop professional communication and teamwork skills
- Learn best practices for museum professionals and managers of special collections
- Learn how to manage archival collections, including their organization, arrangement and processing (acquisition/accession)
- Learn how registration, documentation, and record-keeping are essential to the work of a museum.

- Gain familiarity with the museum's collections management database, Rediscovery, which tracks and records the museum's extensive archival, library, and art collections.
- Contribute research to the curatorial department which may be used for educational purposes.
- Build a portfolio of work samples documenting contributions made to the museum throughout the course of an internship.
- Gain experience in public speaking
- Learn the basics of handling, care, and management of special collections.

Qualifications:

- Current undergraduate student enrolled in a MHIA-approved humanities major at ODU (see complete list **here**).
- Strong writing, research, and communication skills
- Excellent communicator
- Attention to detail
- Self-motivated
- Ability to work independently and as part of a team
- Interest in History (and Art History), Humanities, Archives, or other relevant topics
- Proficiency in Microsoft suite, including Excel, PowerPoint, familiarity with converting files into various formats (PDF, TIFF, PNG, JPG)

How to Apply:

Interested candidates should submit:

- Hermitage internship application (https://thehermitagemuseum.org/internships/)
- Resume/CV (emailed)
- Cover letter explaining applicant's interest in the role (emailed)
- A writing sample or portfolio (if applicable) (emailed)
- Recommendation letter from a professor or academic advisor (emailed directly to HMG)

After reviewing this position description, complete an internship application form through the museum's website.

Send additional application materials (Resume/CV, Cover letter, recommendation letter) to **Brie Sease, Membership & Sponsorship Manager, at BSease@thehermitagemuseum.org.**

Completed applications will be considered immediately upon submission, until 1 week prior to the start of a semester date (i.e. If the semester starts August 24, applications will be reviewed until August 17). Incomplete applications will not be considered.