



MAC Collections Department

Fall 2025 Internship

The MAC Collections Department is accepting internship applications from undergraduate and graduate students who are interested in a career working in a museum. This eight-week internship will begin September 30, 2025 and end December 20th, 2025.

This is an unpaid internship, however, we can work with your college for you to receive college credit. For weeks 1-4 of the internship, you will join your cohort to receive training that includes NAI interpretation standards and Visual Thinking Strategies. You will meet museum staff and have an opportunity to see how museum staff operate on a daily basis, both behind the scenes and when interacting with visitors.

Along with training in museum practices, you will work hands-on with our Regional History collections. You will be trained by Collections staff in object handling and collections digitization and work with the MAC's extensive historic buttons and ribbons collection. The project will include digitizing, cataloging in a Collections Management System (CMS), and rehousing commemorative buttons, pins, and ribbons from the 19th and 20th centuries. You will learn the basics of object handling, collections photography, data entry, and safe object housing. You will work with the Collections Curator and the Curator of History on this project.

After the initial training period, this internship is eight hours a week working in the Collections Department (between Monday and Friday 9-5pm; no evenings or weekends). We will work with you to decide on the 2-4-hour shifts that best fit your schedule. The first 4 weeks of training sessions will take place on Tuesday, September 30th, October 7th, October 14th, and October 21st from 3pm-5pm. You will be a part of a cohort of interns who will be on the same training schedule for the first 4 weeks, but who will each work in different areas of the museum. You will also complete a capstone project integrating what you have learned about the interaction between material culture and regional history, featuring an object or group of objects within the collection you are processing.

Requirements: Pursuing a BA degree or MA degree in Education, Art, History, or related field. Must be physically able to lift 30 pounds.

- To apply, please send the following information in Word or PDF format to: angela.ferguson@northwestmuseum.org - Resume or CV **AND** Cover letter explaining why you are interested in this internship and your future goals.