

■ ■ ■ ■ LILLIAN AND ALBERT SMALL CAPITAL JEWISH MUSEUM

The Lillian and Albert Small Capital Jewish Museum Collections and Exhibitions Internship Spring 2026

INTERNSHIP DESCRIPTION

The Lillian and Albert Small Capital Jewish Museum is seeking an intern to work closely with the Exhibition and Collections team.

Possible projects include:

- Researching and collaborating with the Collections Team to update the Museum's Interactive Map Table CMS with new additions (including teaching how to utilize sources and library catalogues).
- Assisting the Exhibitions Coordinator with the installation of the upcoming traveling exhibition. Duties may include:
 - Mount-making and framing before and during installation (training included)
 - Assisting with Loan Condition Reports and object handling when receiving objects for temporary exhibition. This includes learning how to create condition reports pre-installation period.
 - Coordinating with shipping, help direct printers, general installation assistance could include painting, priming, creating new materials, finding prop furniture, collecting supplies
- **Hours: During installation/deinstallation, 16-24 hours a week. Some WFH opportunities but most of the job will be on site.**
- **Upcoming Dates of Installation: February 16th 2026-March 1st 2026**
- Helping to organize the CJM collections
- Conducting and assisting in research projects as they come up, either in CJM archives or at local archives, libraries, and museums, including for upcoming exhibitions.
- Researching and developing new accessibility tools with the Exhibitions Coordinator for museum exhibitions and collections
- Other tasks as assigned, including but not limited to assisting with public programs with the curatorial team
- Creating an exhibition case to be on display for one month in the Museum's lobby
- Intern will periodically present and discuss findings with curatorial staff and make recommendations to the CJM team regarding further research

REQUIREMENTS & QUALIFICATIONS

Graduate students or advanced undergraduates with demonstrated knowledge and experience in the areas listed below will be considered:

- Conducting primary source historical and contemporary research
- Keeping excellent notes
- Previous experience or internship in a museum or exhibition environment
- Excellent written and verbal communication skills
- Motivation and ability to work independently and as part of a small collaborative team
- Applicants must be in residence in the area (MD, VA, DC) during the internship for on-site collections work

DURATION

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The internship will be for the Spring semester, January–May with the possibility of extension into the Summer. This is an **in-person** internship requiring 20 hours per week. Hybrid options are also possible, but in-person hours are required.

COMPENSATION

The stipend for this internship is \$2,200. College/University credit is also possible; interns will be responsible for coordinating that with their departments.

SUPERVISORS

Jonathan Edelman, *Collections Curator*

Sarah Leavitt, *Director of Curatorial Affairs*

Lauren Hoffman, *Special Exhibitions Coordinator*

To apply please submit a resumé and cover letter in one PDF to hsilberg@capitaljewishmuseum.org with the name of the internship (Collections and Exhibitions) in the subject line. The deadline to apply is Monday, November 3rd.