The Lillian and Albert Small Capital Jewish Museum
Collections Internship
Spring 2027

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:

- Helping to organize the CJM collections
- Housing newly acquired collections and rehousing 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.
- Coordinating oral histories
- Research and develop new accessibility tools 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
- Potential opportunities include choosing an artifact from the CJM archives/collections and presenting to the public during a short "gallery talk" on the floor
- 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

The internship will be for the Spring semester, January- April/ May 2027. This is an **in-person** internship requiring 20 hours per week. Limited hybrid options are also possible, but majority 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 Manager*

To apply please submit a resumé and cover letter in one PDF (please name the PDF file applicants Last Name, First Name) to hsilberg@capitaljewishmuseum.org with the name of the internship (Collections) in the subject line. The deadline to apply is Monday, November 9th.