

# ■ ■ ■ ■ LILLIAN AND ALBERT SMALL CAPITAL JEWISH MUSEUM

## The Lillian and Albert Small Capital Jewish Museum Collections Internship Summer 2025

### INTERNSHIP DESCRIPTION

The newly opened 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 recently moved into the new Museum
- Housing newly acquired collections and rehousing collections in need of updated housing
- Conducting and assisting in research projects as they come up, either in CJM archives or at local archives, libraries, and museums.
- Coordinating oral histories
- 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 summer semester, June-August 2025 with the possibility of extension into the Fall. 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, *Curator*

Lauren Hoffman, *Curatorial Assistant*

**To apply please submit a resumé and cover letter in one PDF to [hsilberg@capitaljewishmuseum.org](mailto:hsilberg@capitaljewishmuseum.org) with the name of the internship (Collections) in the subject line. The deadline to apply is Monday, March 17<sup>th</sup>.**