

Collections Internship

Post: Collections Intern

Dates: 4th January 2027 – 30th April 2027

Salary: £13/hour Accommodation on site provided.

Hours of work: 37 hours

Responsible to: Curator

Job Description

This internship offers the opportunity to gain practical experience in a wide variety of collections management tasks that are essential to the care and preservation of a historic house museum. Working alongside the Conservation Housekeeper, the successful candidate will assist with the annual winter conservation clean of the historic interiors and collections, while also helping to update and maintain collections records. Full training will be provided in all aspects of the role.

Key Responsibilities

- Carry out deep conservation cleaning of the historic interiors and collections.
- Work safely at height using ladders and scaffolding, following appropriate training and procedures.
- Assist with auditing the areas of the collection undergoing conservation cleaning.
- Undertake condition checks of collection items and verify associated collections database records.
- Photograph collection objects for documentation purposes.
- Use the collections management system (FileMaker) to update and maintain records.

Training Provided

The successful candidate will receive training in:

- Conservation cleaning techniques.
- Object marking.
- Condition reporting.
- Collections auditing.
- Use of the collections management system (FileMaker).
- Safe working at height.

Person Specification

Knowledge and Experience

Essential

- An interest in working with historic collections.
- An interest in preventive conservation and collections care.
- Good IT skills and confidence in using computer systems.
- Good hand–eye coordination.

Desirable

- Experience of conservation cleaning, or theoretical knowledge of preventive conservation and collections care.
- Experience of using a collections management system.
- Undergraduate degree in museum studies, art history, history, archaeology, or a related field.

Personal Skills and Attributes

- Enthusiastic and willing to learn new conservation and collections care skills.
- An interest in undertaking careful, detailed and repetitive work.
- Excellent attention to detail and a methodical approach to tasks.
- Able to work effectively both independently and as part of a team and with volunteers.

Physical Requirements

The role involves manual handling and physical activity. The successful candidate will be able to:

- Work safely at height using ladders and scaffolding (training will be provided).
- Use specialist conservation equipment, including a backpack vacuum and floor polisher (training will be provided).
- Undertake periods of standing, bending, stretching and lifting in line with manual handling guidance.

Desirable

- Have experience handling museum's collections.

If you are interested in applying for this role, please send your CV and covering letter to sarahburton@burtonconstable.com

Application Deadline: 9am on Monday 19th October 2026