**Job Title:** Collections Management Intern  
**Institution:** Rosa Parks Museum  
**Level/Salary Range:** Unpaid  
**Position Type:** Internship  
**Location:** Montgomery, Alabama  
**Contact:** Madeline Burkhardt

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**Role and Responsibilities**

- Create a catalogue of the Rosa Parks Museum’s holdings.  
- Research provenance of objects within the collection.  
- Assist the Adult Education Coordinator with managing the collection including space allocation, deaccessioning, and researching.  
- Identify and implement appropriate emerging technologies and best practices that ensure collections are managed efficiently, effectively, and to the highest professional standards.  
- Monitor physical environmental conditions and recommend improvements.  
- Collaborate with the Adult and K-12 Adult Education to identify and integrate primary source material into assignments and curriculum to support student success and promote critical thinking.

**Qualifications and Education Requirements**

Applicant must be a current college student or a recent college graduate. S/he must be able to devote up to 20 hours a week for one semester.

**Skills Learned**

- Become comfortable handling and working with primary source archival holdings.  
- Proficient use of collection management software.  
- Identify origins of artifacts within the Rosa Parks Museum’s collection.  
- Determine best practices for conservation methods and procedures.