



Matheson History Museum Internships

Our mission is to preserve and interpret the history of Gainesville, Alachua County, and the surrounding regions.

We have **paid internships** available beginning in January 2023. Using grant funding from the City of Gainesville, we can pay a stipend of **\$1500 for at least 100 hours** of work. We can discuss the exact hours and scheduling needed to fulfill any class requirements for the successful applicant.

Research Intern (Spring/Summer)

- Utilize museum collections and online resources to answer research queries from the public
- Work with museum staff to facilitate in person research appointments with the public
- This position has the potential to be extended for the fall with an additional stipend

Cataloging Intern

- Work with museum staff to learn how to catalog collections using our database, PastPerfect
- Process recent donations according to the standards laid out in our cataloging manual
- Add completed records to the public access module of our database

Please submit a resume and cover letter to Kaitlyn Hof-Mahoney (director@mathesonmuseum.org) with the position you are interested in as the subject line.

All applications must be received by November 30.