

Litchfield Historical Society Summer Internship Program 2026

Overview

The Litchfield Historical Society (LHS) is committed to preparing future museum professionals by engaging interns with meaningful and varied work experiences, introducing them to the breadth of work available in small museums. Our Summer Internship Program is designed to provide an immersive experience for undergraduate and graduate students in a museum setting. Interns will gain hands-on experience, while expanding their knowledge of museum practice, theory, and operations.

Interns will work closely with the organization's Collections, Exhibit, and Education staff to complete various projects and gain valuable experience and understanding of the museum field.

- Working with Collections Staff, interns may assist with processing a collection or gain experience with cataloging, digitizing, preserving, and making collections accessible to the public.
- Working with Exhibit Staff, interns may support exhibition research and support the creation and installation of exhibits for the public.
- Working with Education Staff, interns will have opportunities that may include assisting with the development and presentation of programs, helping to facilitate public events, or preparing future program materials and supplies.

Additionally, interns will have the opportunity to work with communications staff to assist with the development of communication vehicles such as social media content and blogs. They will also join staff meetings to learn more about daily museum operations.

The internship takes place at the Litchfield Historical Society (Litchfield, CT), and the intern will complete approximately 130 hours between June and August. Scheduling details will be determined by the LHS Director and intern. Interns will receive a \$2,000 total stipend, paid in two installments. Free housing is available for the duration of the internship.

Applications will be accepted until March 13. It is anticipated that the successful candidate(s) will be notified by mid-April at the latest.

Application Process

Eligibility

Undergraduate and graduate students who are currently enrolled at a college or university. If an undergraduate, intern will have completed their first-year course work before beginning the internship.

How to apply

Eligible students can apply by submitting the following items:

- Cover Letter describing your interest in the program, and how your academic goals and qualifications relate to the internship program.
- Resume.
- Copies of academic transcripts from all colleges/universities currently enrolled in.
- 2 letters of recommendation (including references' contact information) from professors, former internship supervisor, or current job supervisor. Letters of recommendation should be sent directly from the reference to jjenkins@litchfieldhistoricalsociety.org

Please send all inquiries and completed applications to the contact listed below. All application materials should be sent via email.

Contact:

Jessica Jenkins, Executive Director

jjenkins@litchfieldhistoricalsociety.org