



Position Title: Historic Properties Intern

Department: Historic Properties

Location: Abiquiu, NM

Pay Range: \$15.40/hour and \$1,000 stipend to support travel and housing

Hours: Part-Time, Temporary

Position Summary

The Georgia O'Keeffe Museum seeks a motivated and detail-oriented intern to support the stewardship, research, and interpretation of the historic properties in Abiquiú, New Mexico. This internship offers hands-on experience within a nationally significant historic house museum environment, with a focus on collections research, digital asset organization, and historic preservation practices.

Working closely with museum staff, the intern will contribute to ongoing research and documentation efforts related to Georgia O'Keeffe's historic homes, collections, and exhibitions while developing an independent research project centered on a specific aspect of the historic properties or collections. This internship is designed for students interested in historic preservation, museum studies, art history, material culture, decorative arts, archives, or public history.

This position includes on-site work in Abiquiú and Santa Fe; as well as the opportunity to conduct work remotely.

Responsibilities include but not limited to

- Conduct research on collections objects within the historic homes, including furnishings, textiles, ceramics, fine art, and personal belongings
- Assist with updating and expanding object files through collections and archival research
- Support the organization of the museum's Digital Asset Management system by identifying and organizing historic and contemporary images of the properties and collections
- Assist with general research related to upcoming exhibitions, interpretation initiatives, and institutional projects
- Learn and assist with basic historic house museum stewardship and collections care practices
- Participate in staff meetings, site visits, and other departmental activities as appropriate
- Gain exposure to interdisciplinary museum collaboration across curatorial, archives, collections management, and historic preservation departments
- Assist in connecting archival materials with collections objects and historic interiors to support research, interpretation, and exhibition development

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position

Professional Development

Through this internship, the selected candidate will gain hands-on experience in:

- Historic house museum operations and stewardship
- Collections research and documentation
- Decorative arts and material culture research methodologies
- Digital asset organization and archival practices
- Exhibition research and interpretive development
- Professional museum workflows and collaborative project management

The intern will also have opportunities to engage with museum professionals across departments and develop a portfolio-quality research or interpretive project.

Special Projects or Additional Duties

- Complete an independent research project focused on a specific aspect of the historic properties or collections, resulting in a final deliverable such as a digital guide, lecture, interpretive resource, or research report

Background and Qualifications

- Current undergraduate or graduate student in art history, museum studies, historic preservation, public history, anthropology, American studies, architecture, library/archive studies, or a related field
- Demonstrated interest in historic preservation, material culture, museums, archives, or design history
- Interest in research, writing, and object-based learning
- Ability to work both independently and collaboratively in a professional environment

Skills and Abilities

- Strong research and organizational skills
- Excellent written and verbal communication skills
- Careful attention to detail and accuracy
- Ability to manage multiple projects and meet deadlines
- Comfort working with digital files, databases, and archival materials
- Ability to handle sensitive historic materials with care and professionalism
- Interest in learning about historic properties, collections stewardship, and museum interpretation

Benefits

This position is eligible for some benefits including, museum membership, retail store discount, Employee Assistance Program!

To be considered, please send your resume to:

Jobs@okeeffemuseum.org

The Georgia O'Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.

Applicants must be authorized to work in the US for any employer, without needing sponsorship.