

Museum Summer Internships

The New Mexico Military Museum is pleased to announce multiple internship openings for Summer 2026. These internships offer hands-on experience in museum operations, collections care, exhibition installation, archival research, public engagement, and oral history documentation. Interns will gain practical experience working alongside museum professionals while contributing to the preservation and interpretation of New Mexico's military history.

Two (2) Collections Interns

Collections Interns will work with the Collections Manager on cataloging and digitizing the museum's collection. Interns will handle museum objects in accordance with best practices, input data into collections software, and properly mark and house objects for storage and potential exhibition.

Essential Duties and Responsibilities:

- Assist with cataloging and digitization of collections
- Safely handle museum objects in accordance with best practices
- Mark objects with accession numbers using appropriate methods
- House and rehouse objects for long-term preservation
- Other duties as assigned

Qualifications and Requirements:

- Knowledge of museum collections best practices preferred
- Strong attention to detail
- Ability to work independently with minimal supervision
- Interest in military history strongly preferred

One (1) Oral History/Audio Visual Intern

The Oral History/Audio Visual Intern will work with the Museum Director and Collections Manager to capture oral histories of New Mexican veterans, descendants, and surviving family members. This intern will record, edit, preserve, and publish interviews for the museum's archival holdings and podcast. Additionally, the intern will document museum events for online publication to expand the museum's reach beyond on-site visitors.

Essential Duties and Responsibilities:

- Work with Museum Director and Collections Manager to schedule interviews

- Operate museum recording equipment to capture oral histories and museum events
- Edit recordings for quality and clarity for publication and archival preservation
- Transcribe interviews for archival holdings
- Assist with podcast publication and digital distribution
- Other duties as assigned

Preferred Qualifications:

- Familiarity with audio-visual equipment (preferred but not required)
- Experience with microphones, mixers, or recording software such as Adobe Audition
- Familiarity with publishing platforms such as YouTube, Spotify, Apple Podcasts, and Podbean

One (1) Archivist/Librarian Intern

The Archivist/Librarian Intern will assist with the organization, preservation, and accessibility of the museum's research library and archival holdings. This internship provides hands-on experience in archival management, digitization, and library organization.

Essential Duties and Responsibilities:

- Assist in organizing and cataloging archival materials and library resources
- Support digitization of documents, photographs, and manuscript collections
- Helps maintain archival storage standards and handling protocols
- Assist researchers and staff with location materials
- Other duties as assigned

Preferred Qualifications:

- Interest in archives, library science, museum studies, or history
- Strong organizational skills and attention to detail
- Familiarity with archival handling or cataloging practices preferred

One (1) Social Media/Public Engagement Intern

The Social Media/Public Engagement Intern will support the museum's digital outreach efforts by creating engaging content that promotes exhibits, events, educational initiatives, and museum programs.

Essential Duties and Responsibilities:

- Create and schedule social media content across museum platforms
- Photograph and document museum events, exhibits, and behind-the-scenes activities
- Assist in promoting public programs, exhibitions, and special events
- Monitor engagement and audience growth metrics
- Other duties as assigned

Preferred Qualifications:

- Experience with social media platforms including Instagram, Facebook, and YouTube
- Basic graphic design and content creation skills (Canva, Adobe Creative Suite, etc.) preferred
- Strong written communication skills

One (1) Exhibition Preparation Intern

The New Mexico Military Museum seeks an Exhibition Preparation Intern to work closely with the Museum Director and Collections Manager in installing any upcoming exhibitions on and offsite. This internship offers hands-on experience with professional exhibition installation techniques and direct work with fine art.

Essential Duties and Responsibilities:

- Assist with safe handling, packing, and movement of artworks
- Prepare gallery spaces including cleaning, wall preparation, and layout planning
- Aid in installing objects and artworks following professional museum standards
- Support condition reporting and inventory documentation
- Other duties as assigned

Candidates should have availability to work between 8:30 A.M. and 4:00 P.M. Monday-Friday.

Candidates should submit resumes and cover letters to Aaron Kresbach at aaron.kresbach@dma.nm.gov. All cover letters should include position applying for and availability within the time frame given. Applications will be accepted till the positions are filled.

Housing: Limited housing assistance may be available for select interns