



ALBACORE PARK

National Historic Landmark site

569 Submarine Way, Portsmouth, NH 03801

603-436-3680 | www.ussalbacore.org

Collections Management Internship

Summer 2025

Albacore Park welcomes current or recent undergraduate and graduate students who wish to gain experience in archives, museum collections management, or related fields.

Duration: 140 hours per semester, averaging 8 weeks but flexible. Interns must commit to a minimum of 16 hours per week.

Early Summer: May 5 - June 27, 2025

Late Summer: June 30 - August 29, 2025

Compensation: A \$2,000 stipend will be paid at the end of the internship period.

Reports to: Andrew Goldstein, Curator

Responsibilities will include, but are not limited to:

- Updating existing paper and electronic object records, including artifact provenance research.
- Cataloguing and processing of backlog and incoming collection artifacts and loaned materials.
- Collections tasks related to the installation and de-installation of exhibitions.
- Rehousing and labeling of artifacts to archival standards.
- Assisting in accessioning and deaccessioning of artifacts, and processing artifact loans.
- Researching the archives and collections in preparation for public educational programs and exhibitions.

Knowledge of PastPerfect software is a plus, but training will be provided.

Applicants should email a cover letter and resume to agoldstein@ussalbacore.org, with "Internship - Collections" in the subject line.



Portsmouth Submarine & Maritime Association
Fleet Member – Historic Naval Ships Association

