



Cultivate and Preserve the Quilting Arts in Virginia

Collections Intern

Internship Dates: May 4 to August 14, 2027 (flexible)

Application Deadline: February 1, 2027

10 hours per week (flexible)

Stipend of \$600

On-site in Dayton, VA

The Virginia Quilt Museum seeks an intern to assist with collections management, digitization, cataloging, and documentation. VQM is located in the historic Silver Lake Mill in Dayton, Virginia and is 5 miles from James Madison University, 4 miles from Bridgewater College, and 7 miles from Eastern Mennonite University.

The internship will focus primarily on digitizing and organizing archival materials related to the Virginia Quilt Documentation Project. The intern will scan and upload materials from the museum's binders, helping preserve and improve access to historical records. Additional projects may include transcribing inscriptions and other information associated with collection objects, completing collection worksheets and condition reports, uploading digital file information to the museum's collections management database, CatalogIt, and attaching deeds of gift and other relevant documentation to collection records. These projects will provide hands-on experience with collections documentation, digitization, and the management of historic textiles and archival materials.

The selected intern will work under the supervision of VQM Curator Kate Read and will work both independently and alongside museum staff and volunteers. This internship is well suited for students interested in collections management, archives, library science, history, anthropology, art history, or museum studies. Strong organizational skills, attention to detail, and an interest in historical research and preservation are especially valuable. Previous museum experience is welcome but not required.

To apply, please send a brief cover letter and resume to curator@vaquiltmuseum.org by February 1, 2027 with the subject line **Collections Internship**.