



Hingham Historical Society

Job Title: Collections Internship

Reports To: Collections Manager & Registrar

Location: On-site, Hingham Historical Society, 34 Main Street Hingham, MA

About Us

The Hingham Historical Society is a member and donor supported nonprofit dedicated to promoting American History through the lens of one Colonial town located on Boston's South Shore. Founded in 1914, our mission to collect, preserve and promote Hingham history is advanced by our three museums - the Hingham Heritage Museum at Old Derby Academy, the 1686 Old Ordinary and the National Historic Landmark Benjamin Lincoln House and more than 23,000 objects in our Collections. Our museums are conveniently located within walking distance of each other in the heart of Hingham's historic downtown. With a robust annual calendar of programs and events including daily tours Tuesday - Saturday, we are realizing our vision of increased heritage tourism in Hingham and becoming a thriving, growing and sustainable regional museum. We are a team that embraces excellence and inclusivity and work to ensure that all who interact with the Society, its properties and programs have a first-rate experience and desire a return visit or future partnership. As the world commemorates the 250th anniversary of the American Revolution and in 2026, America's semiquincentennial, we are invigorated by opportunities to highlight the history of Hingham Massachusetts and its key role in the nation's founding, to broaden our reach as a vibrant museum and to partner with organizations and sites across the Commonwealth to share stories and promote programs. We believe that by helping to increase historical literacy about the American experience, focused on one of the country's oldest towns, we help to preserve democracy.

Position Overview/Job Summary

The Hingham Historical Society Collections Internship provides current students or recent graduates with an interest in collections management, curation, and/or museum studies an opportunity to develop their professional skills with a diverse collection that spans nearly 400 years of Hingham history. Interns focus on processing and cataloguing collections at the Society's three historic properties: Hingham Heritage Museum at Old Derby, Old Ordinary Campus, and the Benjamin Lincoln House. Material includes a wide variety of objects including metal tools, kitchenware, ceramics, rare books, and decorative arts that are important documentation of everyday life in Hingham.

Job Responsibilities

- Cataloging material into the museum collection, creating catalog records in PastPerfect, photographing objects, and rehousing objects into archival enclosures.
- Curate a pop-up exhibit showcasing objects from the collection. Exhibits will be displayed in the ballroom at the Hingham Heritage Museum or the Old Ordinary.
- Provide essential support for Society special commemorative events, programs, and tours for the 250th anniversary of the American Revolution.

Qualifications, Skills and Commitments

- Summer internships at the Hingham Historical Society are designed for students who have completed their undergraduate degree and are pursuing or considering advanced coursework work in museum studies, public history, library science, or a related field. On occasion, undergraduates in their third or fourth year will be considered.
- Experience cataloging historic objects is preferred.
- Facility with MS Office software and Google Drive is required. Facility with PastPerfect Museum software is preferred.
- Highly organized, dependable, and detail-oriented.
- Excellent written and verbal communication.
- Can-do, positive attitude, compatible with small, fast-paced, non-profit teams.

Anti-Discrimination Policy

The Hingham Historical Society does not discriminate against applicants or employees because of race, gender, ethnicity, disability, religious creed, national origin, marital status, veteran status, age, or any other characteristic protected under applicable federal or state law.

Compensation & Benefits

(2) \$3,000 stipends (\$15 per hour) are generously sponsored by the Andrews Family and the Hess Family. Maximum of 200 hours.

To Apply

Interested candidates should submit a cover letter and resume to careers@hinghamhistorical.org by March 1, 2025. Please note that only those candidates selected to interview will be contacted. All candidates will be notified of the status of their application following the deadline.