Institutional Archives Internship Description

Position Title:	Institutional Archives Intern	**Position Duration:**	Fall 2026 (Sept-Dec 2026)
Reports to:	Leslie Ochoa, MA, Vice President of Collections; Cruz Garcia, Archives Associate		
Location:	Witte Museum's B. Naylor Morton Research & Collections Center (San Antonio, Texas 78209)		

About the Witte:

The Witte Museum, where Nature, Science and Culture meet inspires people to shape the future of Texas through relevant and transformative experiences in nature, science and culture. Through the lens of Texas Deep Time, the Witte explores the histories of millions of years ago, thousands of years ago and hundreds of years ago. Themes of land, sky, and water weave through the museum and enliven the Witte's educational offerings. Only at the Witte can visitors see the dinosaurs that roamed along the shallow seas that would become Texas; learn about the first people who lived in what is now Texas; experience courageous and contentious Texas history and see the value of land stewardship through the abundant flora and fauna on the expansive lands of Texas. www.wittemuseum.org

Internship Summary:

This internship will provide hands-on and eyes-on experience with archival assessment, arrangement and description for the Witte's fascinating Institutional Archives, from 1922 to 2025. Under the supervision of the Vice President of Collections, and the Archives Team, the intern will assist with describing, arranging and rehousing a portion of the Witte's Institutional Archives in preparation for the Witte's 100th Birthday celebration in 2026. The intern will be someone who has an interest in archival management and wishes to gain insight into working with archives within a museum setting.

Summary of Responsibilities:

- Support the management and stewardship of the Witte's Institutional Archives in the proper care, arrangement, preservation and security of the materials
- Provide logistical and organizational support to the Archives Team, including the Archives Associate and Archives Assistant
- Initiate the creation of an Institutional Archives finding aid by capturing folder lists for the sub-series within the archives and by updating physical arrangement order

Required Qualifications:

- Enrolled in an undergraduate or graduate degree program at an accredited institution in museum studies, archives management, history, or related field.
- Excellent verbal and written communication skills.
- Exhibit attention to detail, precision in execution of work, and critical thinking skills.
- Ability to work independently or collaboratively with others.
- Interested in or understands museum best practices and standards.

Hours per week:	**15-20/week Mon thru Fri**	**Compensation:**	**Nonpaid (course credit only)**

How to Apply

Interested parties should complete the Internship Application on the Witte Museum website (https://www.wittemuseum.org/about/internships/) and include a resume and a cover letter which connects how one's interest, skills, and experience qualify one for the internship and how the internship fits into your academic and/or career goals **by August 14, 2026.**