

Job Title: Collections Management Intern	
Managed by: Pathways Manager/Digital & Collections Project Manager	
Department: Collection	Location: Waddesdon Manor
Salary: National Living Wage & subsidised accommodation on site	Contract Type: One-year fixed term from 14 September 2026
Hours: 37.5 hours per week Monday to Friday	

An overview of what you will be doing

As a family, the Rothschilds were some of the greatest collectors of the 19th century, seeking the highest quality of workmanship and with a keen sense of historical importance. They built houses and designed interiors to display their magnificent and internationally recognised collections. Waddesdon is one the rare survivors of that splendour. The collection continues to grow today through acquisitions and loans.

As the Collections Management Intern, you will have the rare opportunity to learn how the collection is managed, and the physical and intellectual elements of its care. There are some key themes and practices that you will be gradually introduced to throughout the internship, including documentation and cataloguing; developing your access, research, and interpretation skills; learning about museum ethics, policy, and professional standards that underpin the sector; and the development of essential digital skills. Alongside this, you will build knowledge of object handling, storage, and movement.

Initially, your internship will revolve around becoming familiar with the fundamentals of documentation and cataloguing. We use a Collections Management System called Vernon, and you will have the opportunity to learn how this works, and how it supports our wider departmental projects. You will work to improve our Bibliographic records for Artists and Makers for example, and as your confidence grows you will apply these skills by reviewing core information on collection objects. This project will form the core of your internship and run throughout the year, which will provide you with an exciting chance to contribute consistently and meaningfully to the Collection.

When the house is closed during the winter months, the Steward team undertake the winter clean of the Collection, which involves deep cleaning rooms from scaffold towers and handling both delicate and heavy objects. As part of your training in object handling, you will join the Stewards for this and gain valuable, practical experience in moving

objects safely, storing them appropriately, and learning about preventive conservation techniques. The hands-on element of the role will complement the work you will have been undertaking in cataloguing the Collection and provide you with a well-rounded understanding of collection care.

An exciting part of the internship is the opportunity to get involved in some additional short-term projects. For example, inventory and surveying of objects, the creation and updating of digital exhibitions, contributing to our Digital Asset Management System and developing research skills.

Who are we looking for?

We are looking for someone who is detail-oriented, with a strong interest in collection care and management. A background or an active interest in museum studies, history, or another relevant field is important, with a desire to develop professionally within a collection's environment.

You will understand the basic elements of collections care but want to build on your knowledge of documentation. An existing understanding of cataloguing principles would also be beneficial in this internship, however a strong attention to detail and the capacity to use initiative to problem solve is particularly important. You should also be comfortable working with digital systems and have an interest in digital asset management and engagement.

If you are keen to deepen your knowledge of collections management, this internship could be right for you. We are looking for someone who already has a basic understanding on these practises but wants to broaden their experience in a professional context.

This role sits within a collections management team and as such will cross at points with curatorial, conservation, archives and the wider Waddesdon Manor teams. You will need to have strong communication skills, along with good organisational and experience of independent working. Above all, we are seeking someone who is curious, diligent, adaptable, collaborative and eager to contribute to the care of Waddesdon Manor's collection.

Skills you will gain

You will develop a broad and practical skillset that you will be able to carry through your professional career in a museum context. The ability to conduct object and archival research, and an understanding of how to use internal and external sources to inform this research, is a vital skill you will gain. By the end of your internship, you should have a clear understanding of the balance between making a collection accessible to the public, whilst ensuring its long-term preservation.

You will build valuable digital skills, working with Digital Asset Management Systems and Collection Management Systems, an important element of your internship is also the physical care of collections, and you will be able to handle objects confidently and assist with moving and storing them appropriately. You will also become familiar with health and safety and security procedures for collections.

Additional opportunities

Additional training in the basics of CMS and copyright will also be offered, and there may also be further opportunities to attend collections specific conferences and courses. You will also have the opportunity, to develop your understanding of museum ethics, provenance research, and copywriting. Working within such a renowned, professional, and highly skilled team is a rare chance to learn from experts and build skills that will support your future career in heritage.

As part of the Pathways Internship, you will have the opportunity to participate in a three-day Intern Skills Workshop, designed to support your personal and professional development. This workshop will cover a variety of topics aimed at enhancing your skills, broadening your knowledge, and preparing you for future career opportunities.

In addition, you will be able to take part in staff and intern events throughout the year, providing valuable networking opportunities, insight into different roles across the organisation, and a chance to engage with the wider team. You will also have access to a training budget to support your learning and development, allowing you to attend relevant courses, workshops, or conferences.

To ensure you make the most of your internship experience, you will receive full one-to-one mentor support from the Pathways team. Your mentor will guide you through your projects, help you set and achieve personal development goals, and offer advice and encouragement as you explore potential career pathways.

You might be looking for a future career in...

This internship provides a strong foundation for a career in heritage, conservation, collection care, and museum work. You might be interested in working in Collections Management, Museum or Gallery Technician roles, or as a Conservation Assistant. Your hands-on experience, combined with your knowledge of digital systems, will provide a grounding for you to move into Assistant and Officer roles within a wider collection background, for instance for the National Trust or English Heritage.

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