



Esta Barrett
MANOR & GARDENS

Collections Internship

Position Overview

Esta Barrett Manor and Gardens, Inc. seeks an onsite intern to assist the executive director during the fall semester in a variety of curatorial and collections activities. The internship program is intended for students in their final years of undergraduate study, for recently graduated students, or for those in a graduate degree program.

About Esta Barrett Manor & Gardens

Esta Barrett Manor & Gardens is an example of a country home and farm, a rural retreat from the city that was popular among wealthy families during the late nineteenth into the twentieth century. The stately home was built in 1917 and designed by noted Rockford architect, Charles W. Bradley, with landscapes by O C Simonds. The historic site is listed on the National Register of Historic Places and stands majestically above the Rock and Kishwaukee rivers in Rockford, Illinois.

Position Details

- Collections: Learn about the variety of artifacts in the collections. Work to inventory, catalog, photograph, and create data entries in the collections database, PastPerfect.
- Research: Research and write content relating to the artifacts in the collections. (Research topics are to be selected in consultation with the executive director but could include furniture, textiles, paintings, etc.)
- Holiday Engagement: In addition to the duties above, the fall collections intern will assist in decorating the manor for the holidays.

Qualifications

- Available to U.S. citizens currently enrolled as a student at a college or university; recent college graduates may apply (within six months of graduating).
- Must have an interest in history, museum studies, historic sites, or a related field.

Working Schedule and Compensation

The internship requires 180 hours total. That can be 22.5 hours weekly and eight weeks of employment or ten weeks at 18 hours a week. **Stipend of \$3,000.00, payable in installments.**

Worksite Requirements

The physical demands and work environment characteristics described here are representative of those that must be met by an intern to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: In the work environment described below, the position requires working at a desk and using a computer for prolonged periods of time and good eye/hand coordination. The position also requires verbal and written conversation with others, as well as standing, walking, bending, climbing, reaching, and strenuous lifting/moving of objects up to 10 pounds. Vision

abilities required by the job include close vision. Work may occur in both hot and cold temperatures.

Work Environment: The majority of work will be performed in a multi-level work area over 5-acres of property. The historic buildings are not accessible to those with impaired mobility.

Training & Orientation Provided

The intern supervisor will share the history of the site and take the steps needed to educate and mentor the intern in successfully fulfilling their duties throughout the internship. Instructions will be given in artifact handling and using PastPerfect Museum Software to catalog the artifacts in the collection.

Expected Learning Outcomes

- Intern will learn to work on a professional team with board members and staff.
- Intern will engage in a research activity.
- Intern will learn proper object handling and best practices for working with artifacts.

Non-Discrimination Policy

The Foundation does not discriminate due to age, race, color, religion, sex, sexual orientation, gender identity, national origin or disability when making decisions regarding employment.

Esta Barrett Manor and Gardens, Inc. is an equal-opportunity employer.

Application Deadline: September 1, 2025

How to Apply: Interested applicants should email a cover letter, résumé, and the names and contact information of three references to breis@estabarrett.com. All positions, whether volunteer or paid, require the successful completion of a background check as part of onboarding and before interacting with the public.

Brian Reis, Executive Director
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