

attn: Employment Opportunity
title: NBAC Jenrette Foundation Internship

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The [National Building Arts Center](#) (NBAC) in Sauget, Illinois (5-minute drive from downtown St. Louis and in view of the Gateway Arch) invites applications for **two summer internships** made possible with the generous support of the [Richard Hampton Jenrette Foundation](#). NBAC encourages applications from graduate students with diverse backgrounds, interdisciplinary perspectives, and lived experiences.

Institution Introduction:

NBAC's mission is to foster understanding of America's built environment—past and future—by promoting creative public engagement with its unparalleled collection of architectural artifacts and archives. NBAC's internships are intended to advance the education and training in historic preservation and the building arts. NBAC holds the nation's largest collection of architectural artifacts, ranging from ornamental bricks to multistory building façades, on the 13-acre site of a former steel foundry. Documenting and researching the collection's more than 150,000 items—to make them more readily available for public education, research, and enjoyment—is our highest priority.

Among NBAC's 2026 highlights will be its participation in the triennial Counterpublic art exhibition, final installation of the 57-foot Little Liberty statue in celebration of our nation's 250th anniversary, an exhibition highlighting St. Louis's role in the history of Route 66, and an ongoing collaboration with the NON STNDRD arts initiative. The Center's regular programming includes lectures and monthly tours, as well as access to its library and archives by appointment.

Work Description:

Internships are 8 weeks @ 29 hours weekly, with a stipend of \$20/hr. Start and end dates are flexible; early June until late August preferred. Excellent verbal and organizational skills are required, as well as comfort working among diverse cross-generational groups of people. Previous museum experience is helpful, but not required.

The NBAC Jenrette Foundation internship offers graduate students interested in architectural preservation, urban history, post-industrial landscapes, or museum and archive work the opportunity to develop professional skills and learn about museum practices. The internship offers hands-on experience with collections, research, and mentorship; it is designed to provide practical museum research training under professional supervision.

Each intern is asked to select one sector of NBAC's holdings (including cast stone, clay products like brickwork, hardware, metalwork, and stone, among many other architectural artifacts). Research starts with existing documentation of individual objects, and interns will learn to complete recordkeeping in NBAC's collections database. Interns will develop an independent standalone research topic, and present the outcome of their work at an NBAC public event. Interns have the option to train as docents with public tours, as well as to assist with summer programming on our campus.

Supervision will take place under NBAC Archives and Collections Manager Emery Cox, with further reporting to NBAC Executive Director Eric Ellingsen. Interns will also have the opportunity to liaise with both internal and external NBAC partners, including targeted meetings with collections managers from other local museum organizations, as a way to expand access to relevant research and offer critical contrast to their experience at NBAC. Interns will receive weekly feedback from NBAC staff, as well as an exit interview at the end of their term.

Logistics:

Interns are required to provide their own transportation to the NBAC campus; there is no public transportation. Typical staff work week is from Tuesday to Saturday; interns are expected to fit their weekly schedule to these workdays. Most public programming and volunteer meetings occur on Saturdays. Interns will be provided with a shared workspace and are required to provide their own laptop. NBAC will provide logistical and administrative support for each intern, including disbursement of payments and tax forms (if required).

At the end of the internship, interns will complete an exit-interview and evaluation. Within 30 days of completing the internship, interns will provide a 1-2 page summary of their experience.

Application instructions:

- The application window closes on April 13, at 5 pm CDT.
- Applicants will hear of the status of their application by April 20.
- Application materials should be sent to: staff@nationalbuildingarts.org
- Subject line: Jenrette Internship application
- Please send the following:
 - CV
 - Cover letter
 - Names and email addresses of two references
 - (Optional) Work samples

Cover letters should be no more than 3 pages and should describe the applicant's academic interests in relation to NBAC's mission and collection, and how they see this internship benefitting their future course of study or career. Work samples can include design portfolios and research papers. Portfolios should not exceed 15 MB; papers can be published or unpublished. All work must be original and authored by the applicant. Collaborative work should be clearly labeled as collaborative and should call out the applicant's role in such work.