



## **Geographic Information Systems (GIS) Internship Technology Department**

### **Organization Information:**

The York County History Center inspires the exploration of the history, people and culture of our county, state and nation. As a non-profit organization it utilizes collection, historic sites and museums to help tell the American Story. The York County History Center is the foremost storyteller of York County's diverse past that spans almost 300 years.

### **Primary Responsibilities:**

- Assist the Manager of Technology Initiatives and volunteer GIS advisor in the assessment of needs for GIS applications and digital mapping.
- Participate in meetings during which discussions are held with stakeholders to identify and document potential GIS and mapping projects
- Assist with prioritization of GIS and mapping projects and documentation of requirements.
- Assist with the development of scope of work and deliverables for GIS projects.
- Assist in the collection, creation, and management of GIS and mapping data for projects under the direction of the Manager of Technology Initiatives and the volunteer GIS advisor.
- Assist the Manager of Technology Initiatives and volunteer GIS advisor in the creation and publication of Esri Story Maps, online applications, and other GIS resources as required.
- Additional duties as assigned.

### **Skills and Qualifications:**

Qualified candidates will have completed at least their freshman year of college and be working toward a degree to enter the museum, history, or teaching field. This position requires knowledge and skills in the application of fundamental GIS concepts, data, and software (Esri ArcGIS and ArcGIS Online). An aptitude for relating to and working with a variety of internal stakeholder groups in a professional manner is essential. Must have the skill to assist with the collection, creation and management of GIS databases and the creation and publication of Story Maps and other online resources. Applicant should be a team player and able to work independently. No computer programming skills are required. A criminal background check, FBI fingerprints clearance, and a PA child abuse clearance is a requirement prior to start of internship.

## **Benefits:**

- Experience in developing and delivering GIS applications and digital maps in support of the York County History Center's mission
- Experience with researching and applying historical content and geospatial data in a public history setting.
- Projects and experiences to build your professional portfolio.
- Behind the scenes experience with current technology as it is applied in a public history setting.
- Gaining a familiarity with the logistics of GIS project development and implementation.
- Increased understanding of creating and delivering programs for target audiences.

## **Spring/Fall Semester Internships**

- Internships are for the entire academic semester (January-May; September-December)
- 8-12 hours/week
- Hours are flexible, but candidates must have availability between 9 am and 3 pm, Monday - Friday.
- Application deadlines: Fall-August 15; Spring-December 15
- One intern accepted each semester.

## **Summer Internship**

- 12-18 hours/week, May-August.
- Hours are flexible, working hours between 9 am and 5 pm, Monday through Friday.
- Application deadline: April 15
- One intern accepted each summer.

## **Application Directions:**

The preferred method is electronic. Candidates should submit the following:

- Letter of Interest focusing on relevant previous experience, what they would like to learn, types of tasks they like to work on, and what their professional goals are
- Resume
- Email addresses for three references (at least one professor)

Application materials should be saved as PDFs and attached to the online application as a single .pdf or emailed as a single document to Gail Myer, Manager of Technology Initiatives at [gmyer@yorkhistorycenter.org](mailto:gmyer@yorkhistorycenter.org). The subject line should state "GIS Internship Application".

Candidates may also mail application materials to:

Gail Myer, Manager of Technology Initiatives  
York County History Center  
250 E. Market Street  
York, PA 17403