



Curatorial Internships with the Collections Department

Organization Information:

The York County History Center is the foremost storyteller of York County's diverse past that spans almost 300 years. In order for us to help visitors effectively immerse themselves in York County's diverse and memorable past, the History Center's Interpretive Division utilizes all of the organization's assets. It is the duty of the Collections Department to care for and exhibit the approximately 90,000 artifacts, which comprise of exceptional collections of everything from decorative arts to military artifacts, quilts and coverlets, industrial machinery, and much more. As a non-profit organization, it utilizes collections, historic sites, and museums to help tell York's role in American history.

Intern Qualifications:

- Currently enrolled in undergraduate (Junior/Senior) or graduate studies majoring in History, Museum Studies, Public History, Art History, English, German or related fields
- Candidates who have been graduated less than one year prior to application may also apply
- Extremely detail oriented and organized
- Must be a team player
- Able to act professionally
- Must be able to work independently
- Must be punctual
- Must be willing to learn
- Patient with a sense of humor is a plus

The History Center's Collections Department offers up to four internships per semester, year-round. Internship start and end dates are flexible. Internships are unpaid positions.

The Collections Department has many different ongoing projects for interns, such as:

- Cataloging and Inventory
- Database Management (PastPerfect)
- Transcription of written records
- Artifact Care and Condition Reporting
- Exhibit Development

The aforementioned projects are just a few of the possibilities. Individual internships are tailored to fit each successful candidate's skill set, what they wish to learn/accomplish and the immediate needs of the Collections Department.

The Collections Department at the York County History Center prides itself on giving its interns a well-rounded experience. Interns may have the opportunity to experience interactions with the Collections Committee, daily department operations, exhibit changes, artifact research for acquisition, deaccession or exhibit development, in addition to their actual project assignment.

Application Deadlines:

- Spring Semester - December 15
- Summer Semester - April 15
- Fall Semester - August 15

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, what 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 Rachel Warner, Director of Collections at rwarner@yorkhistorycenter.org. The subject line should state "Internship Application".

Candidates may also mail application materials to:

Rachel Warner, Director of Collections
York County History Center
250 E. Market Street
York, PA 17403