



Educational Internships Museum Education 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:

- Conduct group tours at the Agricultural and Industrial Museum and the Colonial Complex.
- Conduct public tours at the Colonial Complex.
- Assist with program implementation, including staffing learning stations and event set-up and tear-down.
- Research and prepare supplies for educational tours and programs.
- Assist education staff with daily operational tasks at the Agricultural and Industrial Museum and Colonial Complex.
- Complete a project that aligns History Center needs with intern's experience goals.
- 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 strong written and oral communication skills. An aptitude for relating to and working with a variety of audiences in a professional manner is essential. Must have the skill to provide interpretive, historically-themed tours and programs. Applicant should be a team player and able to work independently. Position requires the ability to work in a variety of weather conditions, to walk and stand for long periods of time, and to lift up to 50 pounds. A criminal background check, FBI fingerprints clearance, and a PA child abuse clearance is a requirement prior to start of internship.

Benefits:

- Experience delivering educational tours and programs to people of all ages.
- Experience with researching and applying historical content in a public history setting.
- Projects and experiences to build your professional portfolio.
- Behind the scenes experience with museum operations and site management.
- Gaining a familiarity with the logistics of program 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 2 pm at least one day Tuesday through Friday.
- Up to 2 Saturdays could be required during the course of the internship.
- Spring interns: Ability to extend the internship through May to assist with school tours is a plus.
- Application deadlines: Fall-August 15; Spring-December 15
- One intern accepted each semester.

Summer Internship

- 12-18 hours/week, May-August.
- Hours are flexible, but candidates must have availability for at least two days a week; Tuesday-Saturday.
- Up to 4 Saturdays may be required during the course of the internship.
- Ability to start in early May to assist with school tours is a plus.
- Application deadline: April 15
- Up to two interns 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, 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 Parthena Bowman, Director of Education at pbowman@yorkhistorycenter.org. The subject line should state "Internship Application".

Candidates may also mail application materials to:

Parthena Bowman, Director of Education
York County History Center
250 E. Market Street
York, PA 17403