



Library & Archive Internships

Library & Archives

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.

The York County History Center prides itself on giving its interns a well-rounded experience. Individual internships are tailored to fit each successful candidate's skill set, what they wish to learn/accomplish and the immediate needs of the department. Internship start and end dates are flexible. Library and Archives internships are unpaid positions.

The Library & Archives houses an extensive and varied collection of documents, maps, photographs covering a wide range of topics, including genealogy and family history, local history, decorative arts, community organizations and historic sites, arts and entertainment, and military history.

Intern Qualifications:

- Dependable
- Detail oriented and organized
- Flexible
- Able to work independently
- Represent the college/university in a professional manner

Intern Experiences

- Hands-on experience in the proper care and organization of archival materials
- Research local history
- Cataloging and/or digitizing photographs and documents
- Transcribing and indexing oral histories
- Preparing finding aids for collections.

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 Nicole Smith, Assistant Director of Library and Archives at nsmith@yorkhistorycenter.org. The subject line should state "Internship Application".

Candidates may also mail application materials to:

Nicole Smith, Assistant Director of Library and Archives
York County History Center
250 E. Market Street
York, PA 17403