



Educational Internships Museum Education Department

York County History Center

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 collections, historic sites and museums to help tell the American story. Based in York, Pennsylvania, the History Center operates five museums and a Library & Archives.

Internship Description:

The Museum Education Intern will work with Education Department staff in conducting tours, implementing programs, and assisting with the day-to-day operations at the Agricultural and Industrial Museum and the Colonial Complex under the supervision of the Director of Education. A project that aligns internship goals with current History Center needs will also be part of the experience. This position is unpaid.

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: Rolling
- 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 6 Saturdays maybe be required during the course of the internship.
- Ability to start in early May to assist with school tours is a plus.
- Application deadline: Rolling
- Up to two interns accepted each summer.

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.
- Assisting 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, public 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.

To apply:

Complete online volunteer application and email cover letter and resume as a single attachment to schools@yorkhistorycenter.org or send to:

Manager of School Programs- Internships
York County History Center
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York, PA 17403