



LancasterHistory

Collections Intern Job Description Summer 2024

Statement of Purpose: LancasterHistory is a community-based, not-for-profit organization established to educate the public on the history of Lancaster County and its place in the history of Pennsylvania and the United States, to advance the missions of regional historical organizations, and to promote the acquisition, preservation, and interpretation of resources representing the history of Lancaster County, Pennsylvania within the broader context of state and national history, including the life and legacy of America's fifteenth president, James Buchanan, and to preserve and maintain Wheatland, his home.

Mission Statement: LancasterHistory exists to engage and educate the public about the people, places, and events that shaped Lancaster County within the broader context of the history of the Commonwealth of Pennsylvania and the United States of America. As custodians of a complex past, we collect, preserve, exhibit, and make accessible materials chronicling Lancaster County's heritage as we seek to engage audiences in multi-layered stories of that past.

Care of Collections: LancasterHistory holds and cares for its collections as a public trust and is committed to the highest standards of collections care, preservation and conservation. The collections at LancasterHistory are very diverse. The organization will, to the best of its abilities and using available resources, maintain its collections that are in long-term storage and on exhibit using professionally accepted standards. All restoration, repair or conservation actions will be professionally executed with the utmost concern for the object's integrity. All such activities will be documented.

Reports to: Curator and Director of Collections

Duties:

- Assist collections staff with preparing collections storage for installation of high-density storage system; with inventorying objects relocated to the new storage system; and with adding updated location information to the collections management software database.
- Assist collections staff with installing free-standing shelving at LancasterHistory's offsite collections storage facility; with inventorying objects relocated to the new shelving; and with adding updated location information to the collections management software database.
- Assist collections staff with processing new collections, including accessioning, cataloging, and inventorying.



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Qualifications and Skills:

- Interest in museums, history, and material culture.
- Familiarity with standard computer databases, including Microsoft Office.
- Ability to work independently and collaboratively.
- Ability to organize and prioritize duties.
- Proven record of accuracy and attention to detail.
- Ability to climb ladders and lift 25 lbs. on an as needed basis.

Learning Outcomes:

- Realize an appreciation for material culture and the work of museum professionals.
- Understand the range of professional skills and proficiencies required to work within a museum.
- Demonstrate a familiarity with accepted standards and best practices for the care, storage, and handling of museum objects.
- Appreciate the importance of communication and working in a collaborative work environment in order to achieve a positive outcome.

Time Commitment:

- Monday through Thursday, 10am to 4:30pm with a 30-minute lunch break (24 hours per week)
- 9-week position beginning on or about June 1, 2024 and ending on or about August 1, 2024.

Interested candidates should complete the application form found here:

<https://www.lancasterhistory.org/learn/internships/summer-internship-program/application/>

Interested candidates should also supply one professional or academic recommendation.

Recommenders can email their letter to James McMahon, Curator and Director of Collections:

James.McMahon@lancasterhistory.org