LancasterHistory

Archives Internship Description
Summer 2025

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: Director of Archives and Manuscript Collections

Responsibilities: The Archives Intern will be working with digital objects in the Congregation Shaarai Shomayim Archives collection. This collection contains the historical records of Congregation Shaarai Shomayim, including minutes, service bulletins, financial records, Lancaster Jewish history, and property records.

- Create database records for items in the digital archive and attach those image files to the database records.
- Refer to the paper collection as needed to provide more information, context, and references to original and/or associated items.
- Assist archives staff with assessing new donations and assisting researchers.
- Attend a Collections Committee meeting.

Qualifications and Skills:

- Interest in archives, museums, history, and assisting researchers.
- Familiarity with standard computer programs, including Microsoft Office.
- Familiarity in using library catalogs and databases.
- Ability to work independently and collaboratively.
- Ability to organize and prioritize duties.
- Proven record of accuracy and attention to detail.

Learning Outcomes:

- Realize an appreciation for archives and manuscript collections, and the work of museum professionals.
- Understand the range of professional skills and proficiencies required to work within a research center and museum.
- Demonstrate a familiarity with accepted standards and best practices for the care, storage, and handling of archives and manuscript collections.
- 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 4pm with a 30-minute lunch break.
- 8-week position beginning on June 2, 2025 and ending on July 24, 2025.
- At the discretion of the supervisor, dates and hours may have flexibility as long as the total commitment is met.

Applying For Internship:

Interested internship 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 Heather Tennies, Director of Archives and Manuscript Collections: Heather.Tennies@lancasterhistory.org.