



# LancasterHistory

## Collections 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:** Curator and Director of Collections

**Responsibilities & Duties:** The collections intern will be working with the LancasterHistory quilt collection to create an inventory and database of quilts to be used in creating a multi-part quilt turning program. The focus of the inventory will be the Esprit Quilt Collection, an 82-piece collection of Amish-made quilts assembled by Esprit Clothing Company co-founder Doug Tompkins as inspiration for his clothing designers.

- Create a database of quilts and update catalog records in PastPerfect Collections Management Software.
- Collaborate with staff and volunteers on selecting quilts, conducting research, developing scripts, and determining a program schedule or schedules.
- Assist collections staff with processing new collections, including accessioning, cataloging, and inventorying.
- Participate in meetings, events, and ongoing collections department activities.

### Qualifications and Skills:

- Interest in museums, history, and material culture, especially quilts and textiles.
- 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.

### 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 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 James McMahon, Curator and Director of Collections:

[James.McMahon@lancasterhistory.org](mailto:James.McMahon@lancasterhistory.org).