



## Curatorial Internship Job Description

### Summer 2026

**About LancasterHistory:** 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, Congressman Thaddeus Stevens, and Lydia Hamilton Smith.

**Duties:** The Curatorial Intern will:

- Work with their supervisor to assist in inventorying and cataloging unprocessed and found-in-collection objects by assigning accession numbers, creating records in PastPerfect collections management software, and updating metadata.
- Work with their supervisor to assist in organizing an offsite furniture storage area to enable improved access.
- Work with their supervisor to enter information from Heritage Center Collection physical object files into PastPerfect.
- Conduct research in support of cataloging objects.
- Participate in museum-related activities (such as staff meetings and enrichment opportunities).
- Work with their supervisor to identify an object or group of objects to highlight in one or more blog posts on the museum website.

**Intern Supervision:** The Intern will report to the Curator and Director of Collections.

#### 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.

**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.

**Time Commitment:**

- Monday through Thursday, 10am to 4pm with a 30-minute lunch break.
- 8-week position beginning on June 1, 2026 and ending on July 23, 2026.
- At the discretion of the supervisor, dates and hours may have flexibility as long as the total commitment is met.

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