



Mennonite Life  
2215 Millstream Road  
Lancaster, PA 17602  
717.393.9745

### Internship Announcement

Mennonite Life offers a summer internship in two areas: the archives and the museum. Working alongside staff members, interns will gain insight into the daily operation of a museum and archive. While the intern will work primarily in one of the two areas, they will be introduced to both throughout their time at Mennonite Life. Interns will also receive career counselling and coaching.

These internships are available for credit or no credit, and interns will receive a stipend of \$2400. Applicants are responsible for communicating what their college or university requires in order to earn credit.

Applicants must be pursuing an undergraduate or graduate-level degree, or have recently graduated. The time commitment for an internship is 20 hours a week for a minimum of 8 weeks.

Applicants should have excellent written and verbal communication skills, be comfortable with computers, and have the ability to work independently and collaboratively.





The Archives intern will assist the Archivist/Librarian with processing and organizing Mennonite Life's archival collections, which include church congregation records, personal papers, and collections related to organizations and schools. The intern will learn about archival processing, rehousing, and cataloging. The intern will also gain experience with Mennonite Life's collections management database, PastPerfect Web Edition. The intern may also be called on occasionally to help with larger institution-wide projects and events if needed.

The Museum intern will assist the Collections Curator in caring for and documenting Mennonite Life's museum collections, which range from fine arts to agricultural equipment. The intern will learn about museum activities such as cataloging, collections documentation, artifact handling, and artifact preventative care. The intern will also gain experience with Mennonite Life's collections management database, PastPerfect Web Edition. The intern may also be called on occasionally to help with larger institution-wide projects and events if needed.

### To Apply

Please submit a cover letter stating your preferred area of focus (Archives or Museum), a resumé, and two letters of reference to [archives@mennonitelife.org](mailto:archives@mennonitelife.org). Applications for the summer of 2024 are due April 30.

### Explore Mennonite History & Culture

-  Visitors Center
-  Museum & Store
-  Archives
-  Biblical Tabernacle