



POSITION DESCRIPTION

Title of the position:	Museum Collections Intern
Location:	Museum Support Center, 1425 Spruce Street, Easton, PA
Reports to:	Inventory Coordinator
Term of employment:	8 weeks between June and August 2023 (start and end dates are flexible)
Hours:	Minimum 8 hours per week
Stipend:	\$1,000

General: The Delaware & Lehigh National Heritage Corridor is offering an internship to a current student or recent graduate seeking to gain experience in museum collection management. The Museum Collections Intern will primarily assist with the inventory of National Canal Museum collections held at the Museum Support Center, which is supported by a grant from the Institute for Museum and Library Services. The Intern will assist the Inventory Coordinator with creating and editing records in the PastPerfect collections database, photographing objects, organizing objects, and creating finding aids. At the end of the internship, the intern will do a presentation to the D&L staff and/or the public about their work.

Qualifications/Requirements:

- Current undergraduate or graduate student pursuing a degree in Museum Studies, History, Library and Information Science or a related field; or a recent graduate
- Reliability, attention to detail, and timeliness
- Ability to perform basic computer functions, including data entry and using standard software applications (i.e., Microsoft Excel, Word, and Outlook, etc.)
- Positive interpersonal skills and willingness to collaborate in a team environment
- Willingness to gain a familiarity with the cultural, industrial and environmental history of the Delaware & Lehigh National Heritage Corridor

Background: The Delaware & Lehigh National Heritage Corridor (DLNHC) preserves the historic pathway that carried anthracite coal and iron from Wilkes-Barre to Bristol, PA. The organization was established by Congress in 1988 to celebrate our nationally significant story centered on the transport of anthracite coal from the mines of Luzerne and Carbon County to the markets in the Lehigh Valley and Philadelphia (via Bucks County). The D&L Trail is a multi-use trail spanning over 165 miles from the mountains of northeast Pennsylvania, along rivers and through the Lehigh Valley and Bucks County. In 2017, DLNHC merged with the National Canal Museum to incorporate the archives, museum, canal boat and educational programs into preservation and

education efforts. Today, we are an AAM accredited Smithsonian Affiliate and an organization with the ability to connect people to unique experiences in nature and the environment, community and economic impact, health and recreation, history, preservation, and education.

HOW TO APPLY: Application is open until filled. Applications, including a resume and 1-2 page cover letter, should be submitted at delawareandlehigh.org/about/team/ under Employment Opportunities.

The Delaware & Lehigh National Heritage Corridor, Inc. (DLNHC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the D&L organization complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.