Hanover Area Historical Society Internships

Fall/Winter

The Hanover Area Historical Society (HAHS) seeks undergraduate or graduate students with an interest in local community history for experiential learning opportunities. Interns will gain an in-depth understanding of specific areas of the society's work by participating in activities and projects under the supervision of mentoring staff and volunteers. Through practical training, hands-on projects, off-site field trips, and networking opportunities, interns will prepare for careers in museums, libraries and other cultural education fields.

Application Process

Applications for Fall/Winter internships are accepted on a rolling basis. Although dates are flexible, the program will usually run for 8-10 weeks, for 8-12 hours per week. Interns may also seek course credit, with further discussion and arrangements between their university and our staff.

All internships are unpaid and require on-site work in Hanover, PA, but there may also be some work from home opportunities.

To apply for an internship, please submit the documents listed below to **director@hanoverpahistory.org**, indicating in the subject line which internship(s) you are applying for. If you have any questions, please contact us at 717-632-3207.

A resume, including a list of any relevant coursework

A cover letter describing the experience you hope to gain from this internship (including course credit, if applicable) as well as how your unique perspective and experiences would contribute to our mission.

See Page 2 for Opportunities

HAHS Internships for 2026-27

Collections Management Intern

The Museum Committee manages the collections by cataloguing acquisitions, maintaining records, conducting inventories, and condition reporting. This internship is an opportunity to assist the committee with: record keeping, inventory and storage projects, data entry, and image management. Interns will develop essential museum skills in database management, condition reporting, and inventory procedures. A history, museum studies, or collections background is optimal; excellent organizational skills and basic computer literacy are essential. This internship requires on-site work in our office at 2 Library Place, Hanover, PA.

Marketing and Digital Media Intern

The Marketing Committee offers a hands-on internship which provides students pursuing a degree in Graphic Design or Marketing with an opportunity to gain experience working on a variety of real-world design projects. Interns will gain practical experience working on a wide range of initiatives, including print design, email marketing, social media content, and photo/video projects, with a particular focus on highlighting Hanover's collective history. This internship is ideal for students interested in pursuing a career in the arts, museums, and cultural organizations. Applicants should have a foundational background in print and digital design and be comfortable with Adobe Creative Cloud (InDesign, Illustrator, and Photoshop) and Canva. A portfolio with samples of relevant design work is required. This internship is primarily in-person in our office at 2 Library Place, Hanover, PA, with some opportunities for remote work.

Research Center Intern

The Hormel History and Research Center houses the Yelland Research Library comprising of Hanover Area Historical Society's reference library, archives, and special collections that support the research of Hanover and the surrounding area's history. Research Center collection highlights include materials such as documents, rare books, yearbooks, and family files, pertaining to the people, places and businesses of Hanover. This internship is an opportunity to learn about the management of a research library with projects such as assisting with reference queries, training in preservation methods, archival processing, and preparing and writing finding aids. This year's internship will have a heavy focus on archival processing and reprocessing of legacy finding aids as we continue building upon our PastPerfect database. Excellent organizational skills, attention to detail, as well as strong research, writing, and communication skills are required. This internship requires on-site work in our office at 2 Library Place, Hanover, PA.