



## Internship Opportunity at Presque Isle Light Station | Lake Erie Lights of PA

### **Title: INTERPRETATION INTERN**

#### **WHO WE ARE**

We are the "keepers" of stories. Presque Isle Light Station | Lake Erie Lights of PA is a non-profit dedicated to preserving, interpreting and restoring Erie, Pennsylvania's lighthouses for the public and future generations. Our experienced staff works closely with our 100+ volunteers to give tours, provide free programming, and raise money for the preservation of our city's beacons.

#### **JOB DESCRIPTION**

We are currently looking for an outgoing and enthusiastic individual with experience related to Public History, Education, Anthropology, Environmental Science, or similar fields.

The Interpretation Intern assists with tours of our historic lighthouses, ticket and merchandise sales, database and file management, research, and other duties as assigned by management team. They will work closely with the Site Managers to fulfill duties. Interested individuals should be open to working frequently with the public, providing excellent visitor experience and customer service. They should also be able to easily interact with people of all ages and backgrounds.

**Position Type:** Non-Exempt; Part Time Seasonal (20 hours per week, Fri – Mon, May – August)

**Rate:** \$15.00/hour

#### **JOB RESPONSIBILITIES**

##### **I. Exhibit-Based Interpretation**

- a. Create a welcoming educational environment by actively learning and utilizing a variety of interpretive techniques and engaging with visitors.
- b. Lead guided tours of historic properties.

##### **II. Visitor Services and Retail**

- a. Manage ticket and merchandise transactions while providing visitors with excellent customer service and general information.
- b. Maintain retail space including stocking inventory in shop and regularly cleaning displays.

##### **III. Safety, Stewardship, and Operations**

- a. Steward the safety of volunteers, visitors, artifacts, exhibits, buildings and grounds.



- b. Monitor visitor use of exhibits and redirect inappropriate behavior.
- c. Complete opening and closing procedures at lighthouses.
- d. Assist with administrative tasks including but not limited to answering phones and emails, data entry, assisting with copying and scanning, and replenishing supplies.

Other duties as assigned by the management team.

## **KNOWLEDGE, SKILLS & ABILITIES**

### **Required**

- High school diploma or equivalent
- Complete PA Child Abuse and PA State Police Clearances (organization will cover cost)
- Friendly, positive attitude and attentive demeanor with strong writing and public speaking skills
- Flexible schedule and available to work nights and weekends
- Ability to stand for extended periods of time, climb 70-80 stairs multiple times a day, and lift up to 20 pounds; comfortable with heights and small spaces

### **Preferred**

- Currently enrolled at an accredited college or university
- Familiarity with lighthouse and maritime history
- Experience working with volunteers, children and families
- Retail experience
- CPR/AED Certification (training provided, if needed)
- Internship may be extended to April through October dependent upon applicant's availability

### **How to apply:**

All interested candidates can apply by submitting a resume, cover letter, and 2 letters of recommendation (at least 1 from teacher, professor, or former supervisor).

Please send applications to [careers@presqueislelighthouse.org](mailto:careers@presqueislelighthouse.org). Deadline is **February 20, 2026**. No phone calls or mail, please.

### **EOE Statement**

It is the Presque Isle Light Station's policy to provide equal opportunity in employment to all employees and applicants. No person shall be discriminated against in any condition of employment because of race, color, religion, age, sex, national origin, disability, military or veteran status, marital status, sexual orientation,



transgender status, gender dysphoria, citizenship status, genetic information, predisposition or carrier status, domestic violence victim status, and any other characteristic protected by federal, state, or local laws.