



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

Title: COLLECTIONS 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 a friendly and detail-oriented individual with experience related to Public History, Library Sciences, Museum Studies, Anthropology, or similar fields.

The Collections Intern will play a pivotal role in the creation of the organization's archives and collections. Working closely with the Site Manager and Curator, they will assist with inventorying, labeling, cataloging, rehousing, and digitization of the organization's 2D and 3D objects. The Collections Intern will also assist with daily operations including tours of our historic lighthouses, ticket and merchandise sales, database and file management, research, and other duties as assigned by management team.

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.

This project is supported by a grant from the Pennsylvania Historical and Museum Commission's Historical Archives and Records Care Grant, a program funded by the Commonwealth of Pennsylvania.

Position Type: Non-Exempt; Part Time Seasonal (20 hours per week, June– August)

Rate: \$17.00/hour

Reports to: Site Manager and Curator

JOB RESPONSIBILITIES

I. Collection Management



- a. Under the direction of the Site Manager and Curator, provide curatorial and collections assistance including inventorying, labeling, cataloging, rehousing, and digitization.
- b. Conduct scholarly research on Erie's lighthouses and maritime history, increasing institutional knowledge and furthering the organization's mission.
- c. Monitor visitor use of exhibits and condition of objects.

II. Exhibit-Based Interpretation and Visitor Services

- 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.
- c. Manage ticket and merchandise transactions while providing visitors with excellent customer service and general information.
- d. Maintain retail space including stocking inventory in shop and regularly cleaning displays.
- e. As time allows, assist in development of educational activities, guided tours, and exhibitions.

III. Safety, Stewardship, and Operations

- a. Steward the safety of volunteers, visitors, artifacts, exhibits, buildings and grounds.
- b. Complete opening and closing procedures at lighthouses.
- c. 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

- Undergraduate or graduate student pursuing a degree in History, Public History, Anthropology, Museum Studies, Library Sciences, or related field of study. Recent graduates are also invited to apply.
- 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.
- Ability to provide excellent customer service through addressing visitor questions, comments, and concerns, and supporting volunteers in their roles.
- 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

- CPR/AED Certification (training provided, if needed)
- Familiarity with lighthouse and maritime history
- Experience working with volunteers, children and families
- Training in diversity, equity, inclusion, accessibility, and social justice
- Retail experience

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. 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.