

Franklin County Archives and Records Management Internship

Chambersburg, PA

Part Time

Stipend of \$3,000

20-30 hours per week

Archives

Franklin County Archives

Archives and Records Management Internship

Open Date: 01/29/2026

Close Date: 02/13/2026

FRANKLIN COUNTY

Archives and Records Management Internship

January 20, 2026

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

Prepares archival materials for processing tasks including file organization, appraisal, basic preservation, scanning and metadata description of items, and implementation of inventory and transferal of unprocessed materials in archival collection. This internship offers the opportunity to process collections with the end goal of making records accessible to the public while working with our county archives team.

ESSENTIAL FUNCTIONS OF JOB

1. Basic arrangement and description of small portions of series within textual and multi-media collections.
2. Using Past Perfect Cataloging System
3. Assist with the digital asset management, scanning and cataloging digitized collections
4. Shelf materials and assist with Reference Desk Services

SUPERVISION RECEIVED

Receives instructions and supervision from the department Director, Archivists, and Archive Specialists.

SUPERVISION GIVEN

None

WORKING CONDITIONS

1. Work may occur in an office setting, archival warehouse, and/or loading dock.
2. May be exposed to dust/dirt, mildew, and mold.

PHYSICAL/MENTAL REQUIREMENTS

1. Must be able to pay close attention to details and concentrate on work.
2. Must possess the ability to record, convey, and present information, explain procedures, and follow instructions.
3. Must be able to sit for long periods throughout the workday, with intermittent periods of standing and walking and occasional periods of bending, twisting, stooping, reaching as necessary to carry out essential functions.
4. Must be able to climb a ladder, move heavy carts of records, and handling boxes of archival records typically weighing up to 30bs.

QUALIFICATIONS

A. EDUCATION

Completed at least two years of college and enrolled in a library and information science, history, political science, public history, American studies, or related field of study in social science or the humanities.

B. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Ability to work as a member of a team and willing to ask for help
2. Proficient with technology
3. Ability to communicate effectively both orally and in writing
4. Ability to maintain confidentiality of records
5. Ability to listen and determine needs of others
6. Ability to be methodical, precise, and careful while working with historical collections
7. Ability to work with minimal supervision
8. Keen attention to detail

Stipend

A stipend of \$3,000 is paid directly to the intern by the funding agency, NAGARA. The intern and supervisor will complete the required paperwork after the first half of the internship is completed. After approval of the paperwork, NAGARA will issue half of the stipend amount to the intern. The remainder of the stipend will be issued at the end of the internship. W-2 tax paperwork will come directly from NAGARA.

Contact Details

To apply for this position, please complete our Microsoft Form application and view the Franklin County Internship/Job Shadowing guidelines:

[Internships & Job Shadowing -Franklin County](#)

[Franklin County, PA Internship Application Form](#)

If you need assistance completing the online application, please contact Human Resources at 717-261-3150.

Franklin County is an Equal Opportunity Employer and provide advancement opportunities to everyone. Our employment practices are not influenced or affected by race, color, religion, sex, national origin, age, disability, veteran's status, or any other categories protected by law.