Internship Title: Communications Research Intern  
Division: Programs and Services Department  
Supervisor: Programs and Communications Coordinator  
Location: 1300 Locust Street, Philadelphia, PA 19107

Position Description: The Communications Research Intern will conduct collections research to develop history-related communications. The intern will investigate how the Historical Society of Pennsylvania can utilize new collections to connect with the HSP community.

The Communications Research Intern becomes an integral member of the Programs and Services Department at the Historical Society of Pennsylvania (HSP). The internship has the opportunity to be hybrid or on-site at 1300 Locust Street in Philadelphia. We ask for the flexibility and adaptability of the candidate. The intern will be supervised by the Programs and Communications Coordinator. The internship is expected to run for 35 hours per week for 10 weeks and is funded by the John B. Hurford ’60 Center for the Arts and Humanities at Haverford College.

Responsibilities: Depending upon the intern’s past experiences and educational goals, as well as HSP’s program schedule, the intern will perform a variety of tasks that will build or hone skills sets, including:

- **Researching** – With the assistance of HSP staff, the intern will conduct research with original historical documents, primarily from HSP’s new and incoming collections. With the assistance of HSP staff, the intern will conduct research with original historical documents, primarily from HSP’s new and incoming collections. The intern will conduct bibliographic research to determine how certain collections have been used by former researchers.

- **Writing** – The intern will gain experience writing for the general public to produce blurbs related to new collections acquisitions.

- **Interviewing** – The intern will connect with past and present HSP fellows and scholars regarding their work with HSP’s collections. The intern may also interview collection donors.

- **Other duties** as assigned by the Programs and Communications Coordinator.

Preferred Qualifications:
- Interest in history, education, and libraries/archives  
- Experience working with primary sources  
- Ability to work flexible hours  
- History coursework desirable

Please direct any questions to the Historical Society of Pennsylvania’s Programs and Communications Coordinator, Selena Bemak (sbemak@hsp.org).