



The Hurford Center for the Arts and Humanities' Philly Partner internship offers students the opportunity to learn directly from an extraordinary array of arts and cultural institutions. Depending on the organization's need, the student will be conducting a wide array of tasks from research, writing, social media, curating and beyond.

These internships typically last ten weeks during the summer (June through August). Students receive a \$4,000 stipend that covers food, housing, commuting, and living expenses, as well as the summer earnings expectation. Students apply to this program through the Center, and host organizations invite students for interviews and make final offers directly to interns. Decisions can be expected mid-to-late March.

About the Historical Society of Pennsylvania

The Historical Society of Pennsylvania, founded in 1824, is one of the nation's largest archives of historical documents. We are proud to serve as Philadelphia's Library of American History, with over 21 million manuscripts, books, and graphic images encompassing centuries of US history. HSP serves more than 4,000 on-site researchers annually and millions more around the globe who use its online resources. HSP is also a leading center for the documentation and study of ethnic communities and immigrant experiences in the 20th century, and one of the largest family history libraries in the country. Through educator workshops, research opportunities, public programs, and lectures throughout the year, we strive to make history relevant and exhilarating to all. For more information, visit hsp.org.

Project Description:

The Programs and Communication 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.

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:

- **Program Planning** – From logistics to marketing, the intern will help organize upcoming FY24 events. Interns will work collaboratively with the Programs and Communications Coordinator in developing and promoting virtual, hybrid, and onsite history and genealogy public programs.
- **Research** – Using the archives of HSP, the intern will conduct research with original historical documents to support programs and communications.
- **Writing** – The intern will gain experience writing for the general public in order to produce a variety of materials, such as social media campaigns, program marketing materials, e-newsletters, blogs on historic subjects and/or document display labels. Opportunities vary depending on intern interest and current needs of HSP.

- **Social Media Planning** – Interns will assist with the development of HSP’s monthly social media calendar. Interns will also contribute content to social media.
- **Exhibitions** – Interns may help to create a document display for our exhibition cases, with tasks varying from label writing to object installation.
- Other duties as assigned by the Programs and Communications Coordinator.

What you will get out of the internship:

- Interns will gain experience working in a special collections library working with primary sources. The intern will learn how to:
 - Handle original documents
 - Conduct historical research in an archive
 - Write for a public audience
 - Develop history programming
 - Network with history professionals

Eligibility & Qualifications:

- Interest in history, education, and libraries/archives
- Experience using social media, including Facebook, Twitter, Instagram and TikTok
- Ability to work flexible hours to accommodate programming
- History coursework and programming experience desirable but not required
- Philly Partner internships are open to all rising sophomores, juniors, seniors as well as graduating seniors.

Partnership Application & Selection Process:

- All application materials are due **February 23, 2024**.
- Address your Cover Letter to the Programs and Communication Coordinator Selena Bemak (sbemak@hsp.org) and include times you are available for an interview in your cover letter during the first week of March.

For More Information and Advice:

- Visit www.hsp.org for more information on the organization.
- Contact Selena Bemak (sbemak@hsp.org) with any questions about the position.