



Philly Partner Internship

The Philly Partner Intern becomes an integral member of the program team at the Historical Society of Pennsylvania (HSP). Due to the COVID-19 pandemic, this internship will be completely virtual and therefore slightly different than a traditional in-person internship. Depending upon the intern's past experiences and educational goals, and HSP's current program schedule, interns may choose from a variety of tasks that will build or hone skills sets, including:

- ❖ **Research** - Using the archives of HSP, interns research with original historical documents to support programs and communications.
- ❖ **Writing** - Interns 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.
- ❖ **Exhibitions** - Interns may help to create a document display for our exhibition cases, with tasks ranging from thematic creation to item identification and label writing. Due to the pandemic, displays may either take the form of a digital exhibit or be archived for future use in the display cases once HSP re-opens to the public.
- ❖ **Program Planning** - From logistics to marketing, interns may help organize upcoming FY21-FY22 programs.

Intern Qualifications

The successful applicant will have passion for both learning and sharing history. We look for people who are detail-oriented and self-starters. It is important that the person has clear communication skills, especially in writing, and be a good team player.

Rewards and Challenges

From past internship experiences, we have learned that interns usually find HSP a welcoming and appreciative place to work. There is a chance to do primary source research in an archive of unsurpassed depth and breadth, and the intern will gain valuable experience behind the scenes of a cultural organization. In addition, the internship will reveal many opportunities for networking within the history and heritage field.

The challenge typically is the fast-pace of projects in an organization, which like many non-profits, is stretched thin in terms of resources. In addition, some students find learning to write

for the public, rather than for instructors, to be a challenging transition.

Work Environment

HSP is a team-oriented environment. Interns will be working remotely and should have a computer or other device (such as a tablet or smartphone) capable of accessing the web and Zoom video conferencing. Due to the amount of work each staff person oversees, interns are expected to be able to work independently and feel comfortable asking for assistance as needed. While business hours are 9:00 a.m. to 5:30 p.m. the intern may be asked to work outside of those hours such as when assisting with a virtual evening event.

Institutional Profile

Founded in 1824, the Historical Society of Pennsylvania is one of the oldest historical societies in the United States. It is home to some 600,000 printed items and more than 21 million manuscript and graphic items. Its unparalleled collections encompass more than 350 years of America's history—from its 17th-century origins to the contributions of its most recent immigrants. HSP's programs specialize in telling the stories of those underrepresented in history. Over ten thousand people enter the doors of HSP in center city Philadelphia each year to research or attend a program. Tens of thousands of people make use of resources online through websites, databases, blogs, and other social media platforms. See Hsp.org for more information.

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