



## Summer Internship 2022

Interns become an integral member of the program team at the Historical Society of Pennsylvania (HSP). 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 in:

- **Research** Using the archives of HSP and other resources, interns research with original historical documents to support programs, social media, and blogs. A particular focus will be the research and organization of content that will support telling more inclusive stories on social media. How do HSP's collections allow for a robust calendar of content related to Asian American history, Latinx history, and indigenous histories?
- **Writing** Interns are schooled in writing for the general public in order to produce social media posts, blogs about historical subjects, or program marketing materials.
- **Program planning** From logistics through marketing, interns may help organize upcoming FY23 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 have clear communication skills, especially in writing, and be a good team player.
- Previous experience doing primary and secondary source research;
- Ability to work both independently and collaboratively;
- Preferred background in history, English, or American studies.

### Challenges and Rewards

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 there is the chance to see first-hand how a cultural organization works. In addition, the experience includes 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, is stretched having too much to do with too few 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 have their own desk and computer located in office spaces adjacent to program staff. Due 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.

The intern should plan to work at HSP's headquarters at 1300 Locust Street, Philadelphia on Tuesdays, Wednesdays, and Thursdays, which are the days that the library is open to the public. Generally, the intern may work remotely on Mondays and Fridays, unless program or meeting logistics demand onsite attendance. Business hours are 9:00 a.m. to 5:00 p.m. with occasional evening hours for programs, likely not to exceed twice a month.

**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](http://Hsp.org) for more information.

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