Summer Internship 2020
Philly Partners Intern of the Hurford Center for the Arts and Humanities

The Philly Partner Intern becomes 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- **Research** Using the archives of HSP, interns research with original historical documents to support programs and blogs.

- **Writing** Interns are schooled in writing for the general public in order to produce document display labels, blogs about historical subjects, or program marketing materials.

- **Exhibition skills** Interns may help to create a document display for our exhibition cases, with tasks ranging from item identification and label writing through installation and deinstallation. All interns are introduced to “Guidelines for Handling Documents.”

- **Program planning** From logistics through marketing, interns may help organize upcoming FY21 programs.

- **Lesson planning** Interns learn to write lesson plans for hsp.org/education. Using HSP collections, lessons follow a protocol that links them to standards and Common Core.

**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.

**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 little 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. There will be a cohort of interns in the summer from various schools working in departments across HSP, allowing for social as well as professional networking.

The intern will work at HSP’s headquarters at 1300 Locust Street, Philadelphia. Business hours are 9:00 a.m. to 5:30 p.m. The intern, however, may be asked to travel throughout Philadelphia to conduct research or meet with program partners. HSP would pay for any taxi or public transportation necessary.

**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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