



**Internship Title:** Programs and Communications Intern (Winter/Spring 2024)

**Division:** Programs and Services Department

**Supervisor:** Programs and Communication Coordinator

**Location:** 1300 Locust Street, Philadelphia, PA 19107

**Position Description:** The Programs and Communication Assistant 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. Please note that this is an unpaid, part-time, temporary position.

**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. This may also include assisting with the installation of small exhibits at HSP.
- **Research** - Using the archives of HSP, the intern will conduct research with original historical documents to support programs and communications.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.
- **Other duties** as assigned by the Programs and Communications Coordinator.

**Preferred 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

**Work Environment:**

HSP maintains 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.



**Schedule:** 15 to 20 Hours/Week. The intern should plan to work at onsite HSP's headquarters at 1300 Locust Street, preferably when the [library](#) is open to the public.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; and talk and hear. The employee frequently is required to use hands to handle or feel objects, tools or controls; reach with hands or arm; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance, color vision and depth perception.

**To Apply:** Please submit a letter of interest, resume or CV, and writing sample in PDF format to [sbemak@hsp.org](mailto:sbemak@hsp.org) by December 1, 2023. Include "Programs and Communications Intern" in the subject line. Direct any questions to the Historical Society of Pennsylvania's Programs and Communications Coordinator, Selena Bemak ([sbemak@hsp.org](mailto:sbemak@hsp.org)).

**About the Organization:** 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](http://hsp.org).