HSP Summer 2022 Archives Internship

Position Summary:

The Historical Society of Pennsylvania seeks one individual who wishes to learn more about and participate in archival work. While every effort will be made to tailor this internship to the intern’s interests and skill levels, it will revolve around a discreet set of possible tasks that could include processing one small to mid-sized 20th century collection, completing various box-level inventories, or helping to provide better access to HSP’s playbill or lantern slide collections.

Position Requirements:

Prospective interns must be currently enrolled in or a recent graduate of a master’s program in library science, archival administration, or a related field. Interested candidates must submit a cover letter, resume, and contact information for three references. They must also complete an interview either onsite at HSP or remotely and pass a background check. Interns who are receiving class credit for the internship must meet the requirements of the home department and make sure HSP staff knows about the requirements as well. All interns should have at least eight hours per week to devote to their internship and may work up to fifteen hours per week, if available.

Term: 8-10 weeks to be completed between June 15 –September 15, 2022

Deadline: April 30, 2022

Stipend: $1,000

Contact:
Cary Hutto
Director of Archives
The Historical Society of Pennsylvania
1300 Locust St.
Philadelphia, PA 19107
215-982-2403
chutto@hsp.org