

## **Volunteer Opportunities and Internships with History Organizations**

Many institutions in the Philadelphia area welcome inquiries from students interested in volunteering or coordinating an internship for academic credit. However, the organizations listed below have hosted Villanova History students recently or are particularly eager to hear from potential interns.

For more information about internships for credit and HIS 9006, see the Graduate Student Handbook (available online on Sharepoint or in hard copy in the History Dept. copy room). To enroll in HIS 9006, students must identify and meet with the proposed internship site advisor, fill out the relevant forms in the Graduate Student Handbook, and then review the proposed internship plans with a History Department faculty advisor. During the 2015-2016 academic year, students should consult Dr. Paul Rosier if they need help identifying a faculty internship advisor and file completed forms with Dr. Judith Giesberg. Students will be allowed to enroll in HIS 9006 only once completed forms have been filed with Dr. Judith Giesberg.

### **Bartram's Garden**

<http://www.bartramsgarden.org/>

Contact: Joel Fry, Curator, [jfry@bartramsgarden.org](mailto:jfry@bartramsgarden.org)

Bartram's Garden would be interested in having an intern to do applied research regarding the lives of workers at the estate and the contours of neighboring communities. They also would welcome an intern to work on cataloging in the site's library and collections, which include items related to the history of science, garden history, social history, material culture, books and printing, even military history and the Revolution.

### **Bates History Center at the Nursing School of the University of Pennsylvania**

<http://www.nursing.upenn.edu/history/>

Contact: Jessica Clark, Archivist, [nhistory@nursing.upenn.edu](mailto:nhistory@nursing.upenn.edu)

### **Cliveden**

<http://www.cliveden.org/>

Contact: Carolyn Wallace, Education Director

Contact: Libbie Hawes, Preservation Director

Ms. Wallace, who specializes in decorative arts, and Ms. Hawes share curatorial responsibilities at the property. Many new research initiatives, under the direction of Executive Director David Young, seek to reinterpret the history of slavery at Cliveden and in the Chew family.

### **Colonial Plantation Pennsylvania**

[www.colonialplantation.org](http://www.colonialplantation.org)

Contact: Jennifer L. Green, Director of Education, [education@colonialplantation.org](mailto:education@colonialplantation.org)

Tel: 610.566.1725

## **Digital History Intern, World War I scrapbooks, Bryn Mawr College**

Contact: Dr. Michelle Moravec, [mmoravec@rosemont.edu](mailto:mmoravec@rosemont.edu)

Graduate interns sought for digital history project that explores World War I through the archives of Alma Clarke, an American who served as a war nurse, caretaker to French children, and as an advocate for French women after the war.

Born in France to the well-known artist Thomas Shields Clarke, Alma A. Clarke was in Baden Baden when World War I broke out. She traveled to Paris where she joined the Red Cross and the Comite Franco-Americain Pour La Protection Des Enfants De La Frontiere. Unlike the American Expeditionary Forces, Clarke remained in France long after the Armistice, advocating for the abandoned French wives and children of American soldiers. Clarke eventually adopted three of these children and returned to Pennsylvania. In 1977 her daughter donated her war memorabilia to Bryn Mawr College.

Many of the scrapbooks have been digitized. The intern will work to transcribe as well as annotate the pages. The intern does not need to have advanced technical skills but should be interested in and have a background in the content of the scrapbooks. There are substantial projects to be done on military information, the Red Cross, and child welfare during war.

## **Eastern State Penitentiary**

<http://www.easternstate.org/>

Contact: Erica Harman, Senior Specialist, Collections and Administration, [eh@easternstate.org](mailto:eh@easternstate.org)

Contact: Sean Kelley, Senior Vice President, Director of Public Programs, [sk@easternstate.org](mailto:sk@easternstate.org)

## **Eisenhower National Historic Site**

<http://www.nps.gov/eise/supportyourpark/internships.htm>

Contact: Carol A. Hegeman, Supervisory Historian, [carol\\_hegeman@nps.gov](mailto:carol_hegeman@nps.gov)

717 338-9114, Ext. 4411

## **Fairmount Park Conservancy**

<http://myphillypark.org/>

Contact: Nicole Matchette, Conservator, [nicolematchette@fairmountparktrust.org](mailto:nicolematchette@fairmountparktrust.org)

Fairmount Park Conservancy recently merged with Fairmount Park Historic Preservation Trust to manage historic houses within the same organization that manages other aspects of the park. The Conservancy regularly offers internship opportunities in historic preservation and conservation practices.

## **Heritage Consulting Inc.**

<http://heritageconsultinginc.com/>

Contact: Donna Harris, Principal, [donna@heritageconsultinginc.org](mailto:donna@heritageconsultinginc.org)

Each year we employ interns who are graduate students in historic preservation, urban planning, and government administration from the University of Pennsylvania and other

fine colleges and universities in the area. We enjoy working with young people entering the field of community and economic development and help them to consider careers in the field. Some interns have worked for us after they graduated and became associates in the firm.

Intern must have excellent skills using the Microsoft Office Suite, library and Internet searching skills. High quality writing skills are essential as is copy editing. Excellent attention to detail is expected. Skills in graphic design programs are useful. An intern with course work in urban planning, public policy, nonprofit management and/or historic preservation is preferred, and those enrolled in Master's Degree programs are encouraged to apply.

### **The Historical Society of Pennsylvania**

<http://hsp.org/about-us/opportunities/internships>

Contact: Beth Twiss Houting, [btwisshouting@hsp.org](mailto:btwisshouting@hsp.org)

The Historical Society of Pennsylvania keeps a current list of available internships on the website above. Deadlines and specific contacts for each position are listed under each internship heading.

### **Independence Seaport Museum**

<http://www.phillyseaport.org/>

Contact: Michael Flynn, Director of Education and Interpretation, [mflynn@phillyseaport.org](mailto:mflynn@phillyseaport.org)

### **Lower Merion Conservancy**

<http://lmconservancy.org/>

Contact: JulieAnn Murphy, Historic Preservation Coordinator, [julieann@lmconservancy.org](mailto:julieann@lmconservancy.org)

Internships at the Conservancy might appeal especially to students interested in the relationship between preservation of historic and natural resources and students studying non-profit management.

**Historic District nominations:** Interns would help Ms. Murphy prepare applications for the creation of neighborhood historic districts in Ardmore and surrounding Main Line communities. Students would work to delineate appropriate boundaries for the districts; do property research in deeds, local newspapers, census records, city directories, and historic maps; learn application standards and processes for nomination; and consider the implications of historic district status from the perspective of preservationists, community residents, and property owners.

**Advocacy List of historic properties:** Ms. Murphy is interested in working with an intern to rethink the Preservation WatchList (<http://lmconservancy.org/historic-preservation/preservation-watchlist/>) and potentially transition it into an Advocacy List. An intern for this project should be interested in thinking carefully about the intersection of preservation with the interests of local property owners. S/he should also be willing to

think creatively and carefully about ways that public historians and preservationists engage with various community constituencies. Interest in public relations is a bonus.

**Historic Structures Report:** An intern would work with Ms. Murphy to draft a Historic Structures Report for the headquarters of the Conservancy, a caretaker's cottage built in 1895 on the estate of Walter C. Pew (now Rolling Hill Park) in Gladwyne. The report will be used to request funding for the maintenance and repair of the structure. Given the connection of the report with applications for funding, this project might especially appeal to students interested in non-profit management.

### **Mercer Museum and Fonthill Castle**

<http://www.mercermuseum.org/join-and-support/volunteer-intern/>  
Contact: Sara C. Good, [sgood@mercermuseum.org](mailto:sgood@mercermuseum.org)  
215-345-0210, Ext 119

### **The National Archives at Philadelphia**

<http://www.archives.gov/philadelphia/>  
Contact: Andrea (Ang) Reidell, [andrea.reidell@nara.gov](mailto:andrea.reidell@nara.gov)

### **Penn Museum**

<http://www.penn.museum/>  
Contact: Stacey Espenlaub, NAGPRA coordinator, University of Pennsylvania, [staceye@sas.upenn.edu](mailto:staceye@sas.upenn.edu)

Interns would work in the Museum archives to research object and collection provenance with the potential to inform NAGPRA compliance, repatriation, and education projects.

### **Penn Treaty Museum**

Contact: [PennTreatymuseum@gmail.com](mailto:PennTreatymuseum@gmail.com)

**Marketing Intern:** The Penn Treaty Museum is a small museum with a big story. In 1682 William Penn and Native Americans changed history when they made a treaty of friendship under the shelter of an elm tree. The tree became a symbol and this simple event a catalyst for those seeking social justice as well as artists, writers and musicians. The Museum Board is seeking a student (graduate or undergraduate) to “package” the story of the Treaty of Friendship and create a marketing plan to move the museum forward. A strategic plan exists. The Museum is open by appointment and currently has an online presence in transition ([pennTreatymuseum.org](http://pennTreatymuseum.org)). The student will have access to the museum, located in the Fishtown neighborhood of Philadelphia, and Board members. Once familiar with the collection, work could be accomplished off site. The goal is to produce a document that will keep the museum relevant and in a position to realistically compete for resources within the non-profit sector. For additional information or to apply please contact: [PennTreatymuseum@gmail.com](mailto:PennTreatymuseum@gmail.com)

### **Pennsylvania Historical and Museum Commission**

<http://phmc.info/pa-interns>

The PHMC administers the Keystone Internship Program, which offers a variety of internship opportunities to undergraduates and graduates interested in careers in public history. They keep a current list of available internships on the website above, which includes deadlines and specific contacts for each position.

### **Stenton**

<http://stenton.org/>

Contact: Kaelyn Taylor, Stenton Education / Program Coordinator, [programs@stenton.org](mailto:programs@stenton.org)

### **The Union League Club of Philadelphia Heritage Center**

<http://www.ulheritagecenter.org/>

Contact: Theresa Altieri (VU MA'12), Archivist, [altierit@unionleague.org](mailto:altierit@unionleague.org)

The Union League is a great place to volunteer if you are looking to develop entry-level experience that is often required to be competitive for paid positions in archives or museums. Students have the opportunity to learn PastPerfect (a commonly used cataloging program), archival practices and standards, and professional conduct. Volunteers and interns can take advantage of discounted parking, complimentary meals from the employee café during shifts, and invitations to Club events and networking opportunities. Interested students should email Ms. Altieri a brief cover and resumé.

### **Volunteer opportunities:**

**Museum Staffing:** Greet visitors during museum open hours; answer questions regarding the Union League, the Heritage Center, exhibits and collections. There will be down time during which volunteers could read, study, help with on-going collections work or even do their own research. The museum is open Tuesdays and Thursday, 3-6pm, and the second Saturday of each month 1-4pm.

**Para-professional Volunteer:** Work in the library and archives, completing para-professional work such as shelving books, labeling items, filing archives, updating inventory lists, updating shelf lists and other duties as needed. We would like someone who could stick to a schedule, even if it is infrequent.

**Membership Records:** The Abraham Lincoln Foundation began a processing project in the summer of 2014 to organize, inventory and re-folder membership records from the 1910s to the present. There are approximately 17,000 files in this series, which is the most frequently used collection on site. Approximately 2,000 files have been processed thus far. This project probably would take too much time to be considered a one-semester processing archivist internship, but if a student wanted to complete the project (or a smaller section) we would be more than happy to accommodate them. This project may be better as an on-going volunteer opportunity.

**Frankford-Torresdale Country Club Object and Archival Collection:** In the summer of 2014, the Union League merged with the Torresdale-Frankford County Club. Since

the merger, the ALF has undergone a project to inventory the objects and archives from Torresdale. Some of the items have already been moved to the Heritage Center, others will be packed and moved in early October when Torresdale closes for renovations. For this project, there will be multiple phases – all of which help will be essential to completion. The phases will be packing/moving, cataloging objects and processing archives. Part of this project could be structured as an archival or museum internship, or could be for on-going volunteers.

### **Internship opportunities:**

**Frankford-Torresdale Country Club Object and Archival Collection:** Students could develop an internship around the material culture of the club or the history of the club in the context of sports history c. 1900-1950. Work could lead to the opportunity to co-curate an exhibition on site and at the Union League.

**Union League Object Collection:** The Union League object collection consists of historical objects relating to the Civil War, Abraham Lincoln, Civil War veterans' activities and the material culture of the Union League. All of the items are cataloged at a basic level in the PastPerfect database. We need volunteers to help update the catalog with images and additional information. After the catalog entries are complete, the entries will be added to our publicly-accessible online database. This could either be great experience for a volunteer, or a student could choose a few related items as part of an internship.

**Union League Print Collection:** The Union League has an array of framed and unframed historical prints located throughout the building. All of the prints need to be inventoried, cataloged and photographed. This project would work very well as an internship.

**A/V Material:** The Union League archive has an array of audio-visual material, including both audio and video of cassettes, CDs and DVDs. The collection is loosely organized, but not inventoried. Both activities need to be completed in preparation for a preservation assessment. This project would work very well as an internship.

**Other projects:** There are many other projects that could be completed in the archives or historical collections, including updating finding aids, creating better access tools and cleaning up the PastPerfect database in order to provide greater online access. If there is a specific type of project a student is interested in, we can likely accommodate them.

### **Winterthur**

<http://www.winterthur.org/>

Contact: Tricia Davies, Volunteer and Internship Coordinator, [tdavie@winterthur.org](mailto:tdavie@winterthur.org)

### **The Woodlands of Philadelphia**

<http://woodlandsphila.org/>

Contact: Jessica Baumert, Director, [baumert@woodlandsphila.org](mailto:baumert@woodlandsphila.org)