

University of Pennsylvania

2018 Summer Humanities Internship Program

"thoughts and advice from former recipients"

Arthur Ross Gallery

Kaeleigh Morrill (kmorrill@sas.upenn.edu)

As a CURF intern at the Arthur Ross Gallery this past summer I learned all of the important processes of working in an art gallery setting. I had an amazing experience and the end result of the completed exhibition was incredibly memorable. The Arthur Ross Gallery allowed me to be a hands on member of a celebrated gallery team from the moment I walked in the door.

Cinema Studies

Nathan Emery (naemery@wharton.upenn.edu)

My name is Nathan Emery. I'm a junior studying International Studies and Marketing, with a particular interest in Russian. I interned last summer at the Cinema Studies Department. In the application process, just be honest! Pick the position that is most interesting to you, hopefully something related to what you enjoy doing or what you study, and apply for that. Be honest about why you like that position and why you would be interested in working there. At the Cinema Studies Department specifically, it is crucial to know video editing and computer skills. A lot of what you will be doing is taking clips or stills from movies, and so you need to be able to figure out different programs. For example, one program to take clips from a DVD might not always work, so you need to be able to figure out which program works, how to get subtitles when necessary, and how to use Final Cut Pro to extract clips from the full movie. Therefore, you need to be able to deftly figure out how to do different things that you may not know how to do on the computer. The program has been really beneficial to me. I really enjoy cinema and videomaking, so this was a great way to pursue that a bit while I'm not able to major in it. Additionally, it has led to a great work study job this semester!

Historic Germantown

Benjamin Finnstrom (fbenj@sas.upenn.edu)

Historic Germantown stands as a beacon of knowledge for those who seek ancestral information or assorted historical records, while simultaneously confronting the protean nature of a bustling neighborhood. I am currently an architecture major, and initially considered this internship an opportunity to explore preservation as a complementary field. Under the leadership of Historic Germantown's Executive Director Trapeta Mayson, I was imbued with an ardor for community-based development. The workplace is versatile, tasks on a weekly basis may range from philanthropic programming to community gardening. As such, diligence in the face of unexpected duties is essential. Regarding the application process, be honest and emphasize your capacity to operate independently. This internship offers an alternative view of Philadelphia, with the potential to develop lasting ties. Since resuming classes this fall semester, I have had the opportunity to conduct house tours and other Historic Germantown events.

Institute of Contemporary Art

Corey Loftus (loftusco@sas.upenn.edu)

(1) a short bio

I am a senior studying Art History, a member of an environmental fraternity, Ep Eta, and submit poems regularly to the Penn Lit review. When not in class I read fiction and biographies,

go to art museums, practice ashtanga, and hang out in nature. I am currently writing a senior thesis and trying (but struggling!) to learn French.

- (2) any tips or advice you'd like to share on the application process

One thing I do whenever beginning an application is take the time to read over all the questions thoroughly. I find it important to answer the questions being asked both directly and completely. I would also encourage applicants to get to know the organizations they are applying to before applying. Learning about how and why the organization or institution does what it does is important, interesting, and can be informative when drafting the application.

- (3) what skills you think are important for an intern at your location

Working at the ICA was awesome! There was plenty of multitasking going on in the office, and because of that, active listening and effective communication were the key skills I needed in order to respond to my supervisor and stay on track with my tasks. Basic office skills were important as well as my internship required me to write emails frequently, file, archive, and print materials. One of my favorite parts of the experience was the research component of the job which previous work experience prepared me for. While there are always multiple projects and programs going on at once at the ICA, it is also has a friendly and welcoming workplace community where I felt comfortable asking for help and feedback when I showed a willingness to learn.

- (4) how the program has or will impact your future

This mentorship and encouragement to engage with the arts in Philadelphia that I received from my supervisor at the ICA have both impacted my future. Working at the ICA made me more aware of art-related events and programs happening in Philadelphia. My internship included "field trips" to galleries for exhibitions and programs around Philly and the ICA archives. Also, as a programming intern, I was involved in planning and participating in ICA public events over the summer. This semester I have continued to attend free public programs at the ICA as well as shows and programs at places like the Asian Arts Initiative, Lightbox Theater, Slought Gallery, the Fabric Workshop, and the Mural Arts Monument Lab Project. As someone who wants to pursue a career in the arts, I was thankful that this experience encouraged me to engage more actively with the arts in Philadelphia! I'm also extremely grateful for the opportunity to work with my supervisor Alex Klein. I enjoyed observing the everyday routine of a curator and admired her professionalism, communication skills, and kindness. She welcomed my questions about post-grad plans and offered thoughtful guidance and advice on multiple occasions.

Jesse Barr (jesbarr@sas.upenn.edu)

I am originally from a small town in North Carolina called Pilot Mountain. I am currently a junior at Penn studying history and psychology, and I hope to pursue a career in museum studies, particularly museum education, after graduation. This summer I interned at the Institute of Contemporary Art as a Curatorial Affairs and Public Engagement intern. For the SHIP application process, I would say to keep an open mind while applying. Even if you only find one of the opportunities interesting initially, take advantage of the fact that you can apply for three. I actually did not apply for the ICA internship directly, but because they could tell from my application that I was interested in museum work, they asked me to interview for that position as well. When I began my internship I was not sure what to expect, since I did not know a lot about contemporary art, but I quickly found out that knowing a lot about art was less important than working hard on the projects they gave me. Even though I was not very confident going into the internship, I learned a lot and my experiences ultimately helped me decide what direction I wanted to take within the field of museum work.

Kelly Writer's House

Zoe Braccia (zbraccia@sas.upenn.edu)

- 1) I am a sophomore from Philadelphia studying English and I work at the Kelly Writers House and The Daily Pennsylvanian.
- 2) Keep an open mind during the application process! Apply to any and all positions that interest you — I was given the opportunity to work at another position when my first application didn't work out.
- 3) At the Kelly Writers House, it's important to be willing to try your hand at all different kinds of tasks, and you will have learned a whole host of skills by the time summer ends. For instance, I learned everything from how to complete Excel sheets to correctly assembling a cheese plate.
- 4) After being granted the position of finance and development intern during the summer, I was able to continue as the development intern through work-study during the school year. Through my job, I'm learning valuable skills about the inner workings of a successful nonprofit. I'm grateful to the CURF/SHIP program for giving me the chance to find this great community at KWH!

Kislak Center for Special Collections, Rare Books and Manuscripts

Breanna Himschoot (hbreanna@sas.upenn.edu)

Breanna Himschoot is a senior and submatriculant in the English Department, currently applying to Master of Library and Information Science programs. As an intern with the Kislak Center for Special Collections, Rare Books, and Manuscripts, I helped with the Early Novels Database Project, cataloging comics collections, Rare Book School, and various other patron services. When applying for SHIP, be sure to apply early and to be in contact with the people you will potentially be working with in order to make sure that you're coming up with a project that both suits your interests and is something that you will be excited for. Working and interning in Kislak requires that you have a passion for the texts and the history behind them, but the nature of your proposal is what determines what you are able to do with your time. In preparation for my applications to library school programs, the work I did was very much centered around the services that libraries are able to provide and how to organize and keep track of large and small-scale activities as well as understanding the work that goes into maintaining and contributing to a growing collection.

Lorraine Beitler Collection

Eric Eisner (ericjeisner@gmail.com)

- (1) I am a Junior in the College studying history. Last summer, I was the Lorraine Beitler Collection of the Dreyfus Affair intern, and I worked in the Kislak Center.
- (2) In the application process, I would advise applying to a large number of opportunities.
- (3) A reading knowledge of French was useful, as was some familiarity with the history of the Dreyfus Affair.
- (4) I learned a lot about how libraries and rare book rooms operate during my internship.

National Museum of American Jewish History

Sheridan Small (shesmall@sas.upenn.edu)

I'm a senior in the College of Arts and Sciences majoring in anthropology and minoring in psychology and classics. I am a Penn Museum Fellow, writing a senior thesis on the 19th century collector Robert Lamborn. I am on the board of Clio Society (the Penn Museum club), and I mentor kids in West Philly as a part of the Big Brothers Big Sisters program. I interned at NMAJH because of SHIP. I advise people to start writing their applications for SHIP as early as possible. Oftentimes the first draft contains a lot of good ideas, but multiple revisions can focus in on the most interesting, unique details. The staff at NMAJH will treat you like a museum employee, which is exciting, but also means that it is important to be responsible for your work and deadlines. Being able to write

well is an important skill they will look for. This program gave me valuable insight into how museums work in a way that visitors do not get. Their weekly seminars for interns gave me the chance to learn about every department in the museum, not only curatorial, which is where I interned. Because of that, I expanded my vision of working in a museum and applied for the education department at the National Museum of American History the following summer. I absolutely loved that position, and I would not have sought it out had I not had my SHIP experience.

Jackie Bein (jbein@sas.upenn.edu)

I am a junior in the College majoring in history and minoring in Hispanic studies and consumer psychology. This past summer I interned through SHIP at the National Museum of American Jewish History (NMAJH). I first visited the museum early in sophomore year and was curious to find out more about it, so when I saw that it was listed as a SHIP position I was eager to apply.

I would encourage you to apply for more than one SHIP position, especially if you're not sure exactly what you want to be doing. Also, definitely do your research both before applying and when considering accepting an offer, including visiting the sites and meeting with your potential supervisor to make sure you're on the same page about what your summer will be like.

It's really important to come into the internship being flexible and patient. It takes time to develop a rapport with your supervisor and the other staff members (even though I found everyone friendly and helpful) so you can't expect to come in and do significant work during your first week or two there. That being said, you should always make it your goal to learn as much as you can, which means asking questions and seeking information that wouldn't necessarily be handed to you.

I enjoyed the research component of the internship because of my interest in the subject, but even if you don't think you are necessarily interested in American Jewish history, the program is designed to teach you about how museums and nonprofits more broadly operate. Spending the summer at NMAJH showed me what kinds of challenges cultural organizations currently face as well as ways in which they are innovators in arts and education.

Finally, don't be hesitant about spending the summer in Philly. Having time to really explore the city that you can't get during the school year was a highlight for me and is an amazing perk of the SHIP program!

PennSound

Kaitlin Moore (mkaitlin@sas.upenn.edu)

I am a Senior in the College of Arts and Sciences studying English and Science Technology Society. At PennSound, I recorded and digitized audio and video material for the Kelly Writers House server, engineered podcasts, including the world-renowned ModPo course and Poem Talk, established a comprehensive archive of KWH material, and performed regular maintenance on the KWH website. PennSound is the largest online database of poetry readings and recordings in the world, and interning for PennSound involves collaborating with world-famous artists and writers in addition to working with a variety of audio-visual editing hardware and software. The most important part of applying to PennSound is demonstrating a strong work ethic and versatile organizational skills. While technical experience is a bonus, it is not a prerequisite of the internship. Interning at the Writers House opened many doors, and I was asked to remain a part of the staff after my internship and continue to work for PennSound.

Philadelphia History Museum

Ava Barzegar (avba@sas.upenn.edu)

I am a junior in the College majoring in Political Science and minoring in French and Francophone Studies. On campus I am involved in researching, Penn Model Congress, and various community service activities. This past summer, I sincerely enjoyed my internship experience at the Philadelphia History Museum. During the application process, I would definitely recommend highlighting your relevant experience and drawing upon skills that you might be able to use at this internship.

For example, some skills that I found particularly useful at the Philadelphia History Museum were strong writing ability, interpersonal interaction, leadership skills and even research experience. At the Philadelphia History Museum you will be involved in a number of museum activities, whether planning an exhibition, leading student tour groups, evaluating works of art, or simply interacting with museum patrons.

I sincerely enjoyed my time at the Philadelphia History Museum because it gave me an inside look as to what goes on in a museum, and all the elements involved in planning exhibits for the public. I met many different types of people and learned more about the extensive interconnected museum community in Philadelphia. This internship exposed me to a new field that I had not previously considered, but would now like to continue to explore.

Philadelphia Museum of Art

Alyssa Tone (alytone@sas.upenn.edu)

My name is Alyssa Tone and I am a senior studying art history here at Penn. This past summer, through SHIP, I was able to intern at the Philadelphia Museum of Art, where I learned more about the subject of museum studies and taught gallery lessons to summer camp groups as the Education Department Intern. This internship was an excellent opportunity for personal and professional development, and I would recommend that a future applicant take advantage of the written sections of the application, like the cover letter, to really show their enthusiasm, as well as who they are as an individual. With only a small amount of space to showcase yourself and your skills, it is important that recruiters are able to get a sense of who you are and what you can bring to their offices. Specifically, at the PMA, it is important that an applicant is passionate about art and about learning, flexible and able to adapt to a dynamic work environment, and is able to collaborate well with others. After the completion of my internship, I firmly believe that I was provided not only with the resources necessary to learn more about the variety of professional paths that are possible to those who study the humanities, but also with the connections needed to help me realize my career goals. My past program leaders are now my most enthusiastic recommenders, and I hope to continue the work that I have begun as an intern at the PMA as I move on to my next professional endeavour.

Alina Wang (walina@sas.upenn.edu)

I am a senior in the College majoring in Fine Arts with a minor in English. I work primarily with photography, so I've been interested in exploring photography-related jobs in the art world. Last summer, I interned at the Philadelphia Museum of Art. I had the unique opportunity of dividing my time between two departments, the Photography Studio and the Conservation department, where I assisted the Conservation Photographer specifically. The PMA's summer internship program is great because the coordinators are flexible with matching you to the department you're most interested in, and they do their best to make sure the internship is beneficial for you. In my case,

they allowed me to learn about multiple kinds of photography at the museum by matching me with the two departments.

I also really enjoyed participating in the Museum Studies Colloquium, which allowed me to get to know the other interns and learn about a wide variety of departments at the museum. Since interns get to hear directly from museum employees, the Colloquium is also a great opportunity for interns to meet people in the fields they're interested in and build relationships.

I would recommend getting started early on the application, since you need two recommendations. I would also do some research on the different departments so that you can make an informed decision on your application. The museum is full of passionate people who are excited about their jobs. I found it to be a positive and engaging environment, and it was an amazing learning opportunity for me. I have continued to volunteer at the Photo Studio after the summer, so there are opportunities for continued engagement if desired. Because of this internship, I now have a much greater understanding of possible career opportunities in the museum field, and I feel more confident in my ability to find my own path.

University Archives and Records Center

Melanie Xu (melxu@sas.upenn.edu)

This summer, I interned at the University of Pennsylvania Archives and was able to learn so much about historical preservation and archival work. As a current junior double-majoring in history and economics, I particularly enjoyed finding out more about the history of Penn and its impact on West Philadelphia. My work was divided between archival projects and research. On the archival side, one of my big projects was compiling a photo inventory, filing and organizing of a collection of cover sheets and negatives sent in by a photographer who had documented Penn's campus in the 1960s-70s. I also spent much time working on my research project, a history of West Philadelphia neighborhoods. Often, it becomes all too easy to get trapped in the "Penn bubble" and forget that there is a vibrant and diverse city all around us; doing research at the Archives allowed me to learn more about the community and people surrounding our campus.

University of Pennsylvania Art Collection

Andrew Park (parkan@sas.upenn.edu)

A little bit about me: I'm in my senior year, majoring in art history and minoring in environmental science. I also play in the Penn Band and the chamber music program. I'll admit, at first I was unsure about interning at the Penn Art Collection because I wasn't entirely aware of what it is or what it does. After having interned there last year, however, I can say that it was a thoroughly enjoyable and educational experience with great people. I was given the opportunity to immerse myself in a research/cataloguing project concerning 19th century photographs that belonged to Dr. Thomas Evans, a benefactor of our Dental School. On a more general level, I got a feel for how a small number of people go about managing thousands of artworks. This experience is essential for anyone interested in working in the arts, and it boosted my confidence in this area. Strong writing skills, organization, and curiosity are most useful for the kind of work that the Art Collection does. For those applying, I'd advise you to show your genuine interest in understanding the art we have here on campus and to visit the Arthur Ross Gallery.

Lindsey Chambers (lchambe@sas.upenn.edu)

I am from Mankato, Minnesota, and I am currently a senior majoring in Architecture, with a minor in Art History. I decided to apply to the CURF internship with the Penn Art Collection because I had always been interested in arts organizations, and I thought this would be a great way to get more

experience working with art objects. If you also love art and would like to get more experience working directly with art objects, then this is the internship for you. Emphasize your passion in your application essay, and be sure to articulate the relevant knowledge or experience you may have in this field. Other skills that were useful to the job are a solid understanding of Excel and Adobe Photoshop. As the Collections Intern, I also found that it was advantageous to be outgoing and willing to make calls to the Art Liaisons for Penn. It made completing the Inventory of Penn's art objects that much faster when you were willing to be persistent. For me, I also think I would have to recommend to applicants that they always ask questions, and really study the art collection. The job can be so much more than just doing the Annual Inventory. My favorite part of the job was going through different Penn buildings, photographing the art, and then going back to the database and finding out that I had found pieces that were previously noted as missing. Another one of my favorite tasks was organizing the file storage, so I was able to go through the cabinet and look at all of these beautiful prints that the Penn Art Collection owns. After this experience, I feel like I have gained a lot more knowledge on art in general, and I have also learned about some of the procedures of an arts organization. This has made me very aware of all the art that surrounds students on Penn's campus, and I feel thankful to be at a university that has developed such an extensive collection of art.

University of Pennsylvania Museum of Archaeology and Anthropology

Fjora Arapi (fjora@sas.upenn.edu)

I am a junior in the college majoring in International Relations and Modern Middle East Studies, and am involved in the International Affairs Association as well as Penn Hype Dance Crew. I really wanted to pursue a summer opportunity that would allow me to improve my research skills as well as focus on my region of interest, and interning at the Penn Cultural Heritage Center at the Penn Museum was a great way to spend my summer and a very rewarding experience. During the application process, I made sure I obtained a recommendation letter from a professor that could personally speak to my skills and work ethic, and I would highly recommend securing a recommendation as soon as possible so it is well thought out and genuine. It also helped to have friends look over my responses and give feedback on them. I think the most important skills I used over the summer were the ability to learn new things quickly and time management. I was learning new and unfamiliar research techniques from the very first day and you have to be adaptable in order to progress with your project. I think that the program definitely taught me so much more about research as well about cultural heritage, and this knowledge will be immensely helpful in the future. Whether it's writing my senior thesis next year or pursuing more Middle East focused internships and career opportunities, I know that my time at the Cultural Heritage Center will always be valuable to me.

Fiona Jensen-Hitch (fjens@sas.upenn.edu)

(1) **Short bio:** I am a current junior in the College, majoring in Anthropology and English. This past summer, I participated in CURF's SHIP program and worked with Dr. Peter Cobb in the Museum's Center for Analysis of Archaeological Materials on a Digital Archaeology project. Through the internship, I primarily worked on image manipulation using Photoshop and building databases with Microsoft Access, as well as with Corona satellite images to help identify archaeological sites. Now, I spend most of my time at the Penn Museum, where I am currently an Assistant to the Curator of Physical Anthropology, as well as a Student Exhibition Intern. When not at the Museum, you can usually find me at the Platt Student Performing Arts House, dancing as a member of Penn Dance Company.

(2) **Tips or advice for application process:** Highlight how both your academic and personal interests align with the internship you are applying for, as well as how it would be useful for future work

(even if in a field you might not necessarily specifically pursue). Don't stress about needing to be the perfect candidate for the internship! It should be a position you are passionate about in some way, and focus on how you will be involved in the work and how it fits into your goals.

(3) **What skills are important for an intern at your location:** Any intern at the Penn Museum should be ready and willing to work in a team, and to both ask and answer questions. Also, it is an incredible place with so many different areas to explore, so even if your internship may not specifically be in an area you intend to pursue further, it offers the opportunity to experience the incredibly varied work being done at the Museum.

(4) **How the program has or will impact your future:** Within anthropology, it is incredibly important to not only be exposed but to have experience in the many different subfields the discipline contains. While I had previously had experience with physical anthropology and some archaeology lab work, this internship offered me the opportunity to learn digital archaeology skills. Now, I have been working more both in cultural anthropology and specifically in museum exhibitions, through my current internship. I am thrilled to keep expanding my anthropological base for my future academic and personal work in the field, and this internship was constructive in that process.

Marissa Reeves (reevesm@sas.upenn.edu)

I am a fifth year senior majoring in Anthropology with a concentration in archaeology and a minor in Near Eastern Languages and Civilizations (NELC). I interned at Penn Museum with Academic Engagement. (2) The application process is relatively easy. Just make sure to apply as soon as possible and that everything is filled out to the best of your ability. (3) One skill in particular that I find important to be an intern in Collections at Penn Museum is to handle anything and everything with care and respect. An artifact could be very stable but it still needs to be handled properly. Another important skill is being able to pay attention to detail, as describing artifacts was part of this internship. (4) This program augmented my desire to work with artifacts. This is very relevant as I am concentrating in archaeology and artifacts are central to this sub-field of Anthropology. This past summer, I went on my first excavation which confirmed my desire to work with artifacts, which grew from my internship. Also, I am now applying the skills I used during my internship to my senior thesis, which is extremely helpful.

University of Pennsylvania Press

Yosef Weitzman (wyocef@sas.upenn.edu)

I am a sophomore in the College planning on majoring in Philosophy with a minor in Journalism. Last summer, I interned in the Editing and Acquisitions Departments of Penn Press. My responsibilities during the course of the summer varied widely, but the vast majority of my tasks involved reading in some fashion or another. In other words, this isn't the internship for you if you don't love reading. If you are a reader, though, I think the internship is a great taste of what the academic publishing industry is like. And while I personally don't plan on pursuing a career in publishing, I think working at Penn Press helped me develop a lot of skills and traits that can easily translate to other industries. If you have any more questions about interning at Penn Press, please don't hesitate to email me.

Claire Daly (dalyc@sas.upenn.edu)

I am a senior studying English and Philosophy. On campus I am the President of the Benjamin Franklin Scholars Undergraduate Advisory Board, on the Women's Club Ice Hockey Team and a member of Zeta Tau Alpha. I interned at Penn Press, spending the first half of the summer in the Business Department and the second half in the Acquisitions Department. My tips for the application process would be to make it clear how a SHIP internship would fit in with your academic or professional interests, as well as what skills or experiences you would be able to bring to the table. I think the

most important skills for the work I did at Penn Press were professional communication and attention to detail. In my roles I communicated with authors directly, so I needed to be professional when representing the Press. I also spent a lot of time formatting manuscripts according to Penn Press guidelines, where every detail from spacing to indentation to italics needed to be checked. Working at Penn Press had a big impact on my future, since the spring semester after my internship I was hired as a work-study in the Penn Press Marketing Department, and I am still working there now. While I will not necessarily be going into publishing immediately after I graduate, I could foresee myself working in publishing in the future, and my internship gave me a very clear idea of what it would be like to work in the academic publishing world.

Samantha Friskey (friskey@sas.upenn.edu)

I am a sophomore in the College studying English and Economics. I worked at PennPress over the summer through SHIP and continue to work there in the Acquisitions Department through my work-study program. I'd encourage potential applicants to share their interests in their applications -- to work at the Press, a love of books is a must! As an intern at the Press, it's important to be detail-oriented (it's all about the small things) and be passionate about the work you're doing. Everyone is absolutely lovely, and they want you to succeed! Feel free to ask questions at any moment.

Sylvia Moore (smoor@sas.upenn.edu)

I am a sophomore here at Penn. While I have not yet declared my major, my plan is to pursue Fine Arts with a concentration in digital illustration. I'm originally from New Zealand, but I have lived here in the Philly area for the past several years. After I finish my degree, my goal is to head to the West Coast and get a job in one of the major animation companies as a storyboard artist. Last year, I was privileged enough to be accepted as an intern at the PennPress Publishing Company here on campus. Getting hands-on, working experience is hard as a freshman or sophomore, and it's even harder to get paid while doing it. The CURF programs here at Penn provide a unique opportunity for students looking to gain some work experience to obtain the skills necessary to succeed in the workplace. That being said, CURF knows how hard working a Penn student can be. You just need to show it! Show your passion and your excitement in your application letter. Never be afraid to show how a new opportunity like this would excite you. At my particular internship, passion and drive were the epitome of what the employees expected of their interns. No student goes into these positions with all of the necessary skills, but a drive to learn makes both you and your supervisor's experience all the more fulfilling. While I do not intend to land a job in the publishing industry, PennPress gave me universal workplace expertise. From the proper etiquette in the office, to time management skills, and even proper organizational management, I cannot stress how beneficial this internship will be in my future endeavors. With all of this in mind, I hope you consider applying for this incredible opportunity.