Arthur Ross Gallery
Eva Karlen (ekarlen@sas.upenn.edu)
I am a sophomore from Philadelphia studying history, music, and classics. I encourage students interested in applying to SHIP internships to research every institution that even remotely interests them. I knew that I had an interest in working at an art gallery, but I was surprised by how interested I was in other positions as well. Interns at the Ross are consistently engaged in a variety of tasks, so interns should be flexible and comfortable learning about office management, research of art for exhibitions, and maintenance of the gallery space. There are always several projects on the table at the Ross, from past, current, and future exhibits to budgeting, marketing, and outreach. This program has given me important insight into the inner workings of gallery spaces, and has inspired me to continue to make this gallery and other spaces on campus accessible to the communities of Penn and Philadelphia.

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
Riley Wesolowski (rileywe@sas.upenn.edu)
I am a sophomore in the College of Arts and Sciences originally from Atlanta, Georgia. I am planning to major in Art History with a minor in Urban studies, and this past summer I interned in the Public Engagement department of the ICA. I originally applied for several positions- an option that I would recommend taking advantage of- and interviewed with staff members from each department. Ultimately, I ended up with a position in the public engagement department, which entailed work on the events and programs that took place over the summer and early this fall. This was my first summer internship, so I would say that it does not require loads of prior experience so much as enthusiasm and a willingness to learn.

One of the most striking things about working at the ICA is the overwhelming warmth of the entire staff and the sheer pleasure of working with them. My time there this summer was not only incredibly enjoyable, but also very likely an integral experience for my professional career. At the end of my internship, I was offered a work-study position in the curatorial department for this school year. I am thankful to be still working at ICA, and my internship this summer was truly a foundational and valuable experience.
Michelle Wan (xinyiwan@sas.upenn.edu)
I am a sophomore studying PPE and minoring in Art History and Statistics. This past summer, through SHIP, I was able to intern at ICA, where I learned more about exhibition planning and programming in the contemporary art museum context. This internship was an excellent opportunity for personal and professional development. For the application process, I would suggest applicants take advantage of the written portion, such as the cover letter, to show their enthusiasm and thoughts, and who they are as a person. I was passionate about modern and contemporary art and dreaming of becoming a museum curator; that’s why I applied to be a curatorial intern.

I wouldn’t say there’s any required set of skills as a curatorial intern, but it is important to be passionate about art museum and about learning, meticulous and flexible. I was glad I gained some real-world working experience in my field of interest and got to know all kinds of passionate museum people who are excited about their jobs and daily tasks.

Sai-hyun Kim (sgeniek@sas.upenn.edu)
I am Saihyun Kim, a sophomore from Korea pursuing an uncoordinated dual degree between the College and Wharton, majoring in Psychology with a concentration in Marketing. For the application process, we had to write a short essay describing past experiences and why I was a good fit for the position. I recommend being really honest and writing about any similar experiences, even if it required different skill sets. For instance, I wrote about my experience working in the Museum of Korean Traditional Music even though I was applying to the Institute of Contemporary Art. From my experience as an intern in the ICA, I both developed a working knowledge of marketing and had the opportunity to get hands-on experience in marketing. Also, I was able to learn what it was like to work in a non-profit organization and learn more about the process of creating exhibitions. My experience helped me will help determine if marketing is a field that fits me and will help me choose the type of organization I would like to work in the future.

Kelly Writer's House
Alyson del Pino (alysndp@sas.upenn.edu)
I’m a sophomore English major from Miami concentrating in Book History. I also make zines, co-curate the Kelly Writers House Zine Library, and work as an editorial assistant for the poetics journal Jacket2, as studio assistant for the Common Press, and as graphic designer for The I Project. For the application process: be genuine. Try not to list your skills - instead, convey humbly and earnestly what the internship would mean to you. A Jacket2 editorial assistant should be: (1) always excited to learn, (2) great at independent work under a flexible schedule, and (3) detail-oriented. It’s hard even to list all I learned my summer at the Writers House. I learned experience in, proofreading using the CMOS, reading poetry, Adobe suite, archival work, art acquisition, curatorial work, and writing for diverse audiences.

Most of these had nothing to do with the tasks listed for the internship in the application. Part of the job was to create my own work environment, filling it with tasks I felt would be beneficial, all in conversation with my superiors. It’s weird even to type “superiors”; the Writers House is an extremely collaborative, communitarian space with blurry divisions of hierarchy. This internship will be invaluable to my future. Not only am I continuing work at the Writers House as an editorial assistant for Jacket2, experience which will help me enter the publishing industry, but I am constantly using the art and writing skills for my jobs as studio assistant for the Common Press, co-curator of the KWH Zine Library, and graphic designer for The I Project.
Allen Zhu (allenzhu@sas.upenn.edu)
I'm a junior majoring in Philosophy, Politics, and Economics (PPE) and minoring in Consumer Psychology. Over this past summer, I had a wonderful time working at the Writers House as a Finance and Development intern.

The application process for this internship was fairly straightforward. As with any resume for a specific job application, try to make sure that you emphasize any experience with qualities that are applicable specifically for this position—work with programs like Excel (whether through classes or previous experiences) or quantitative data are very important, but they're also things that you'll learn on the job! While these hard skills are important, I think that the Writers House more than many other places really emphasizes the importance of 1) community, and 2) a passion for the arts. Even as a finance intern, these are important qualities to have!

During my time as an intern, I learned how to perform data entry and use these data to draw insights that can really have an impact. In addition to the tasks you're responsible for, your "bosses" (I put this word in quotation marks because they are more like approachable, kind mentors) encourage you to learn more about what interests you on the job, whether that be learning how to grill or how to code. The ability to form these relationships is a wonderful skill that you will cultivate at the Writers House. Because of this wonderful opportunity, I've met some of my closest friends during my time at the Writers House, and I have used my better-developed qualitative and quantitative skills to secure a business internship for next summer as well.

Sarah Goldfarb (sargold@sas.upenn.edu)
Hi, I'm Sarah and I'm a sophomore in the College of Arts and Sciences from Newtown, PA. I'm majoring in English (concentrating in Creative Writing) and Jewish Studies, and have been passionate about the humanities for as long as I can remember. Coming to Penn as a first-generation college student, being granted the opportunity to participate in a paid summer internship at Penn was unimaginable. I applied to work as an intern at the Kelly Writers House for the 2018 Summer Workshop purely because it combined two of my personal passions: writing and working with kids. It was an extremely eye-opening experience to see the drive and ambition these students possessed, many of whom faced difficult personal struggles and home lives. Being an intern at the KWH involved being organized, flexible, and above all, personable. You’re not only coming into constant contact with the other interns and the KWH staff, but for 10 consecutive days you are spending on average 8-10 hours a day with wonderfully exhausting high school students. This means putting on a smile and giving these kids the most comfortable and welcoming experience possible. Although I am not yet sure where my future will take me, I am confident in the fact that the skills I acquired and the connections I made last summer will serve me immeasurably.

Kislak Center for Special Collections, Rare Books and Manuscripts
Maria Fagliano (mfagli@sas.upenn.edu)
Maria Fagliano is a junior double-majoring in History and Communications and minoring in Global Medieval Studies. As part of the SHIP program at the Kislak Center, she participated in cataloguing object collections, the digitalization of an extensive manuscript, detailed-oriented research on correspondence between famous artists, and some research-oriented transcription on Spanish texts from Colonial Mexico, as well as general patron services required to help manage the center's responsibilities. When applying for this opportunity, make sure to emphasize your interests and how you would take advantage of the rare book collection. The supervisors are extremely interested in what you are passionate about and try to assign you to the projects they consider tailored more to your personal interests. Working at Kislak requires you to show passion for the project that you are doing. There will be times in which one of your supervisors will try to show you
rare material, which few people have access to. If you are not deeply committed to learning about the materials, you would be wasting a once-in-a-lifetime opportunity. Moving forward, I take what I learn at Kislak to my future career endeavours in the book industry and, possibly, in Library services and conservation.

**Alyssa Mulé (amule@sas.upenn.edu)**

I am a junior in the college majoring in English and European History and minoring in Classics. I am abroad studying Classics in Rome this semester and worked at the Kislak Center for Special Collections, Rare Books, and Manuscripts this past summer. On the application, I would advise being detailed about your interests within libraries/rare books so that when you are placed on projects, your supervisors find projects that you are passionate about. For instance, since I love early modern literature and history, I had the opportunity to work in the Furness Shakespeare Library and on the digitization of a seventeenth-century text. At the Kislak Center, attention to detail and dedication to process is paramount because as an intern, you will at times be primarily responsible for the location and welfare of important and priceless materials. The ability to problem-solve on the spot, especially in regard to unexpected interactions with patrons, is also essential. Overall, I loved my internship experience and am planning to continue working at the Kislak Center when I get back to Penn. The close interaction with physical texts gave me a unique perspective that I will carry with me as I continue studying literature and history. I also gained a much fuller understanding of the library system, which will be helpful in future research.

**Lara Balikci (lbalikci@sas.upenn.edu)**

I am a senior Benjamin Franklin Scholar studying Music. I am a Penn Abroad Ambassador, in the Penn Chamber Music Society, and principal flutist in the Penn Symphony Orchestra. Regarding the application process, I recommend beginning your application early to allow yourself time to edit your statement. As an intern at Kislak Center for Special Collections, Rare Books, and Manuscripts, you will need an especially keen attention to detail, an ability to learn quickly, and flexibility. From this program, I continue working at the Kislak Center during the semester and have learned how to handle rare books and materials and peruse various library cataloging systems!

**National Museum of American Jewish History**

**Archana Upadhyay (archanau@sas.upenn.edu)**

I am currently a junior in the College majoring in History with a concentration in world history, and I am also a student researcher for the Penn Slavery Project and co-chair of the History Student Society. I was an intern at the National Museum of American Jewish History in the curatorial department where I did background and artifact research for an upcoming exhibition.

For the application process, I would suggest doing as much background research as possible on the different opportunities and reaching out to students who previously had them. Responsibilities and experiences can change year to year, so it’s best to try to get the most updated information. I would also suggest applying to a range of internships, as you might be exposed to opportunities you didn’t know appealed to you or your skills.

In terms of skills for this internship, you primarily need to be able to write clearly as well as find and present information in a very organized manner. In addition to doing research, other tasks and work come up as needed that rely heavily on strong communication skills.

This program and internship have given me better insight into how museums work and what museum curators do in their daily work. I was originally unsure of what I wanted to do between graduating and attending graduate school, but now I know that I would like to work at a cultural non-profit or do public history work similar to that of the museum.
Justin Greenman (jg15@sas.upenn.edu)

Last summer, I had the opportunity to work as a curatorial intern at the National Museum of American Jewish History. In this capacity, I worked on a research project finding primary sources, archives, and artifacts that the museum could integrate into a future exhibition, which in my case was on the role Jews played in the history of computer and Internet technology since World War II. Anyone wishing to have this internship should be ready to balance independent work within a group environment. As an intern with two other Penn students, but also with six curatorial museum staff members, I had to balance taking direction from others, even when it was conflicting advice, with taking personal initiative in selecting the sources, artifacts, and archives. In total, I only had three meetings in ten weeks with my immediate supervisor, so anyone who feels that they need more direction should know that they will have to take responsibility to make their own decisions, but they will grow because of it as I did. While I do not plan to work in the museum in the future, nor do you need to for the internship, this internship prepared me with important research skills, teamwork skills, and it was a fantastic and fun internship that I hope you will consider.

Leana Reich (leanar@sas.upenn.edu)

My name is Leana Reich. I am a senior in the College majoring in Anthropology with a concentration in Cultural and Linguistic Anthropology. This past summer, I worked as an intern in the curatorial department at the National Museum of American Jewish History (NMAJH). For the SHIP application process, I recommend really reading into the locations to which you are applying in order to understand their mission and what your job will be as a part of the organization. This will strengthen your application and help you know what to expect and what is expected of you on your first day. For a curatorial internship at NMAJH, skills and interest in research and writing are vital. In addition, you must be detail-oriented and thorough in your everyday tasks. I chose to work in the curatorial department because I have an interest in museums and curation seems to be the most prevalent job option for Anthropology majors. Throughout the summer, I realized what kind of work I enjoy doing and in what sort of environment I thrive: I do best with projects, defined deadlines, and social collaboration. My summer at NMAJH showed me how wrong I was to consider museum curation as a career, but I left with a clearer picture of how to find a job I enjoy.

One Art

Maddie Villalba (villalba@sas.upenn.edu)

I am a pre-med junior in the College majoring in music and minoring in BBB. I think it is a good idea to apply to a number of different locations/opportunities, especially if you are unsure of exactly what you want to do. That being said, it is very important to do your research on the organizations you are applying to. Develop an understanding of the community and values you would be exposed to, and only apply if you are truly interested. Being genuinely excited about the internship benefits both you and your application (and potentially your internship leader, too!). Malaika, the director of OneArt, gives you quite a bit of freedom to determine what your internship will look like, to pursue your specific interests, to design your own projects. As such, creativity, openness, patience, and flexibility are key, but it is also necessary to be independent and communicative, and hold yourself accountable for the projects you take on. Interning at OneArt ingrained in me an understanding of art/music and healing in urban spaces, a working knowledge of urban agriculture, a better understanding of how nonprofits function, and a resolve to commit myself to community service in my career.
PennSound

Leah Baxter (lhbaxter@sas.upenn.edu)
I’m a sophomore in the College, undeclared but probably studying linguistics and English, so the Writers House was already very much on my radar. I decided to apply to work at KWH’s Wexler Studio because I’ve done a lot sound tech for theater, and wanted to learn more about audio editing and processing. Though I already knew some things about how audio engineering works, working in a recording studio setting rather than live theater was very different, and I was able to find my footing fairly easily just starting from scratch and asking a lot of questions. Over the course of the internship, I used Adobe Audition often and wrote HTML code for the PennSound website, though both of those skills are ones I learned while working. I also was able to spend a lot of time listening to recordings of poetry, and becoming familiar with more contemporary poets and their work.

The Writers House itself is an amazing place both to be and to work—I was able to continue working at KWH as a work-study student after this internship, and it is an amazing job. I am able not only to learn skills in audio technology and listen to (and record) prominent poets and authors who come to speak here, but also to befriend all the other friendly and fascinating people who work or study here.

Elvis Giovanni Jimenez (elji@sas.upenn.edu)
I am a junior from in the College of Arts and Sciences studying Music.
At PennSound, I recorded and digitized audio and video tapes for the Kelly Writers House server. I was also given the opportunity to be a sound engineer on some podcasts including Dead Parents Society. I also helped maintain the PennSound website. PennSound is the largest online database of poetry readings and recordings and is constantly expanding. Over the summer I was able to meet the current and previous Poet Laurates of Philadelphia as well as the youth Poet Laureate as part of recording sessions in the Wexler Studio at the Writers House.

There is no technical requirement, but you should portray a strong sense of enthusiasm, work ethic and organizational skills as part of the application progress. Many of the skills are taught as tasks are assigned so be prepared to learn something new every day. I now work at the Kelly Writers House as a Wexler Studio assistant and continue to work on parts of the PennSound website.

Outside of the internship itself, interning here in Philadelphia gave me an opportunity to experience the city; a commodity that does not come as easily during the school year.

Philadelphia Museum of Art

Harry Galiano (galianoh@sas.upenn.edu)
My name is Harry Galiano and I am currently a junior in the College from Los Angeles, California majoring in Fine Arts and minorizing in Architecture. I enjoy photography, playing basketball, practicing yoga, and biking. When applying, I feel it is best for potential interns to explain their passion for specific tasks and activities while simultaneously expressing a willingness to be versatile and productive in areas they may not be experts in. Having worked at the Philadelphia Museum of Art’s education department, I feel it requires an ability to effectively communicate with people of a wide age range, improvise, and complicate and simplify information as necessary. Every day in education is different and one has to be able to read a crowd’s enthusiasm, background knowledge, and skills and tailor its experience as specifically as possible so as to produce the most fruitful experiences. The internship helped me realize that I thoroughly enjoy working with the public more than I originally thought and has made me consider working in education in settings outside the prototypical classroom. My advice for future interns is to express their tenacity as workers and
familiarity with art history and practice with increased specificity resulting in a more convincing application. If applying specifically for a position in summer camp education, one should really conclude whether or not they have the patience and energy to work with children.

Luiza França (luizaf@sas.upenn.edu)
I am Junior in the College majoring in History of Art and minoring in Fine Art and English. I am primarily interested in going into the curatorial field and museum work. Last summer, I worked at the Philadelphia Museum of Art, as part of their Museum Studies Internship Program. I believe that some of the important skills to intern for the PMA include being organized, prepared to take on important duties, being excited to work around new people— including young professional and veterans of the field— and being constantly excited to take on a new project or responsibility. I think that most importantly, candidates should not be afraid to demonstrate their curiosity and constantly ask questions about anything you might be interested in, because you most likely will be given the opportunity to try it. I would recommend getting started on your application early since the program is rather selective, and to include multiple activities and skills on your application; you never know what might make you stand-out or what might seem useful to a museum as large and complex as the PMA. For the interview, I would recommend just being yourself and asking questions about anything that may interest you, even if not in the specific departments you applied for.

The PMA internship program has been running for decades, and it places both undergrad and graduate students in multiple departments across the museum according to what supervisors are looking for. It is structured to provide a thorough insight into careers in the museum field, large non-profit organizations and the visual art world in general. The program schedule includes programming on Mondays and on Thursday afternoons, which is comprised of an array of activities such as presentations, lectures and panels with employees from all departments of the museum, from the director and the president, to conservators and security.

I worked full-time as a curatorial intern in the Contemporary Art Department, under the Associate Curator. I worked on a few different projects and one major project, which focused on researching and acquiring reproduction rights for images to be used in a publication. The book was on a commission in time-based media between the museum and an Italian institution, and I got to meet the artist and work closely with her studio. It was amazing to be a part of a never-before-seen installation and to work on something concrete that will last forever in print. The dynamic in my department was very lively and my supervisors constantly checked in and asked if there were specific areas or skills I was interested in learning. I have continued volunteering at the museum throughout the fall and I feel prepared to take on new jobs in the art world. I believe this program is an indispensable opportunity for students and young professionals seeking a career in the museum field and the general field of visual art. I would highly recommend it.

Sachs Program for Arts Innovation
Lucy Corlett (lcorlett@sas.upenn.edu)
My responsibilities during my summer at the Sachs Program for Arts Innovation primarily centered around the future of the program’s student outreach and engagement strategy. My days were spent working on a number of exciting projects. I would often help John, the program’s Executive Director, and Chloe, the Grants and Programs Specialist, prepare the program’s (extremely entertaining) bi-weekly newsletter. I was able to run a focus group of undergraduate students involved in the arts at Penn to discuss the strengths and weaknesses of Penn’s specific arts programs, groups, and general arts community. For part of the summer we worked on fortifying Penn Admissions’ informational resources concerning the arts at Penn. This project allowed me to collaborate with graphic designer Jason Killinger to produce an “Arts Map” of Penn’s campus. I was
also put in charge of designing and physically printing a promotional Sachs Program poster with Common Press. I would definitely recommend this internship to anyone looking for experience in arts administration, or anyone who wants a generally fun, interesting, and engaging summer job.

University Archives and Records Center
Mira Shetty (shettym@sas.upenn.edu)
I am currently a sophomore studying Political Science. I am involved in the Multimedia and Design departments of the Daily Pennsylvanian, I volunteer for Service Link at Penn Family Care, and am a member of Phi Alpha Delta, the pre-law fraternity. I spent the first half of my time at the University Archives and Records Center learning archival processes and archiving various photographs, mainly from Penn during the ’70s and ’80s. The second half was comprised of a research project about the 1918 Flu Epidemic, which hit Philadelphia particularly hard, and how it impacted the Penn community. The archivists and director of UARC asked for my feedback many times throughout my internship to make sure I was satisfied with the balance of archival work and research, which I really appreciated.

I think that the most important skills for this internship are being detail-oriented, methodical, and organized. My experience at UARC has helped me strengthen these skills in myself. Even though I do not plan on doing archival work after graduation, I gained knowledge of what it is like to work in an office, as well as valuable research experience.

University of Pennsylvania Art Collection
Claire Huffman (chuf@sas.upenn.edu)
I’m a junior in the College of Arts and Sciences studying English and Art History. I do a lot of student theater at Penn and I am on the board of the Benjamin Franklin Scholars. This past summer, I had a wonderful experience working at the Penn Office of the Curator. I have always been interested in art, galleries, and museums, and the internship was the perfect introduction to curatorial work and collections management. When applying to SHIP, be sure to apply for multiple internships to increase your chances. Be prompt and responsive when setting up interviews, and don’t be afraid to speak up during the planning process if there is something specific you want to work on or get out of the internship – in my experience, the top priority for everyone involved in SHIP is for you to have a fulfilling summer. At the office of the curator, the most important thing was to be willing to try any and every task. I did everything from sorting files to independent research to supervising art installations, and even some basic art restoration. The curator’s intern should also be organized, and comfortable writing professional emails and generally interacting with people from many of Penn’s departments. I am so glad I spent the summer working at the curator’s office. I met some wonderful people, I gained valuable experience, and I have a better understanding of what it means to work in a gallery or museum context.

University of Pennsylvania Museum of Archaeology and Anthropology
Maria DaSilva (mdasilva@sas.upenn.edu)
My name is Maria DaSilva; I am a sophomore from Philadelphia studying Near Eastern Languages and Cultures (NELC) and Archaeology. During my SHIP application, I made sure to emphasize why my internship (at the Penn Museum) was uniquely beneficial to furthering my academic interests. I got very lucky in that there was a place nearby with so many resources related to my major, and the time I spent at the museum was invaluable in building relationships with faculty and staff in my field, teaching me about the daily life of museum workers across regional disciplines, and exciting me to continue my studies. The number one skill necessary for work at the Penn Museum is
enthusiasm. A passion for the peoples of the ancient and modern world will help you get the most out of this experience.

Ashleigh David (asdavid@sas.upenn.edu)
My name is Ashleigh David and I am a junior studying anthropology, with minors in philosophy and theatre arts. Over the summer, through the SHIP program, I interned at the Cultural Heritage Center at the Penn Museum. I really enjoyed my time at the CHC and it has impacted my future in that I am now considering pursuing a career in the field of cultural heritage because I think it is very important and intriguing work. The internship program at the museum was also great in that once a week we would tour behind the scenes work and the galleries. Additionally, we had talks each week from different museum professionals who were able to demonstrate the job positions in an anthropology museum. While my work as an intern mainly consisted of locating cultural heritage sites via Google Earth, I was able to learn about the many other projects the center is a part of. I highly suggest applying if any of the positions at the museum sound remotely interesting to you. I know that the large group of interns at the museum all had varying levels of experience at museums, and all the supervisors are eager to teach you how to do things. During the application process, pay attention to deadlines and don’t procrastinate until the last minute.

Idil Demirdag (sdemi@sas.upenn.edu)
I’m a senior, majoring in psychology and minoring in fine arts. This past summer, I interned at the Penn Museum’s marketing department. Penn Museum has a great summer internship program that introduces the interns to different departments in the museum via weekly gallery tours in the museum and lectures given by the Penn Museum staff. So, at the end of the internship, you get a pretty good sense of how the museum runs and what other departments do, which is especially useful if you are new to the museum field. As an intern in the marketing department specifically, I think it is important to be ready to take on different tasks, ranging from distributing flyers about the museum events to finding interesting objects in the museum to write Instagram captions to. I also took and edited lots of photos this summer, so having some photography skills definitely helped. However, you don’t necessarily need to have any skills since the supervisor is always ready to help. Overall, as the marketing intern I ran around in the museum a lot but I also got to engage with the artifacts through tasks such as writing an article for the museum blog. Participating in this internship program helped me to see that I enjoyed promoting events that serve a meaningful cause. I also realized that I enjoyed work environments that involve a wide variety of tasks. Moving forward in my career, I will look for jobs that have these characteristics, regardless of whether I stay in the museum field or not.

Margaret Danaher (mdanaher@sas.upenn.edu)
My name is Maggie Danaher and I am a junior majoring in Classical Studies. This past summer, I worked as an intern at the Penn Museum in the Registrar’s Office. I assisted with an ongoing inventory project in the American Section collection storage. Although I had no previous museum experience, I knew that working in a museum was something I really wanted to try so I applied for three of the SHIP internships. I would advise any applicants to keep their options open and apply for positions even if they don’t think they are the most qualified. No matter what department you are placed in at the Penn Museum, the internship program allows for many opportunities to learn about other departments and career paths in museums. I really liked that balance of the internship programming with having my own specific project. While working on a project, it is important to be flexible and willing to learn new things. Over time, I became more confident and efficient in my job and my team was able to complete our project. This program was a great experience for me as I am beginning to figure out what I want to do post-graduation. This semester, I am studying abroad
in Rome and I have visited many different museums. It has been extremely helpful to know how museums work behind the scenes and has greatly enhanced my experience.

**Sophie Spalding (ssophie@sas.upenn.edu)**

My name is Sophie Spalding and I’m a junior in the college studying Earth Science and Anthropology. I spent my summer as an intern at the Penn Museum on an archaeological ceramics digitization project. I worked with the museum’s digital archaeologist to create a database of studied and documented archaeological ceramics recovered from Armenia and its surrounding area, including Iran, Azerbaijan, Georgia, and Turkey. Although I am no longer pursuing a career in archaeology, this summer internship was invaluable in that it gave me technical experience in creating and managing databases -- a skill that is applicable to any field. In terms of the application process, I found it very helpful to have already been familiar with the museum -- its exhibits, its programs, its archaeological research, etc. It helped me to identify exactly why I wanted the internship and what I wanted to get out of it, which then informed how I responded to the application questions. The Penn Museum is also such a multifaceted institution that anyone interested in a vast range of fields can find a program they're interested in -- whether it be exhibition design, collections care, archival work, public relations management, etc. Regardless of specific interests, however, I found that interning at the Penn Museum required self-sufficiency, good communication and leadership skills, and the ability to work with other interns and museum staff as a team, and thus, I'd suggest to future applicants to become comfortable with those sorts of skills as well.

**University of Pennsylvania Press**

**Yuxin (Vivian) Wen (yuxinviv@sas.upenn.edu)**

I am a junior studying comparative literature, creative writing and art history at Penn. Penn Press is a perfect place to be if you love all aspects of books and would love to work in a close-knit community. For the application, I think the best policy is to be genuine about your passion for books and articulate how your skillsets may best fit the departments you are applying for. For example, attention to details and previous experience in secretarial works may be helpful for Acquisitions while you may be a better fit for Marketing if you enjoy interacting with people. Also, don’t feel discouraged if you don’t get into your dream departments -- the ten weeks at the two specific departments will be complemented by weekly transmittals and seminars offered by other departments. The structured program allowed me to gain a comprehensive overview of the “life cycle” of a book and closely engage with publishing documents such as contracts and manuscripts. The staff, including the editor-in-chief and business manager are all knowledgeable and approachable; as an intern, I felt comfortable and encouraged to clarify my doubts at any time. As a writer, the internship offered me insights into the process of the publication of a book.

**Caroline Curran (cacurran@sas.upenn.edu)**

I am a junior majoring in English and minoring in Hispanic Studies, and I interned at Penn Press last summer. I was so grateful that CURF supports internships like mine because I gained a lot of exciting experience and useful skills. With regard to the application, I would advise potential interns to explain why the industry interests them. You don’t have to want to pursue a career in academic publishing to enjoy and learn from this internship, but I think that an interest in books and the general academic world is important. So, I would emphasize those passions in your application. I think that a readiness to learn all types of new things, from the basics of publishing to computer programs to the organization of meetings, is essential for this internship. Also, I think that attention to detail is critical, since there will be a lot of reading and writing during your internship, and it is important to strive for professionalism. Even though I am still undecided how I want to pursue a
career, biggest takeaway from Penn Press (besides the professional and working skills that I developed) was discovering that I really like working with other people in a collaborative way. In my academic career, I usually choose to do solo work, but I found it really rewarding to learn from others and be of value on a team. Working at Penn Press opened my eyes to a working environment that I know I like, and I enjoyed the combination of creative and analytical work that I did there.

Charlotte Bausch
I’m a junior in the College studying English with a minor in Art History. I interned in the Acquisitions and Marketing departments at the Penn Press last summer. I’d advise potential applicants for the Penn Press internship to share their passion for books and publishing in their applications. An interest in reading and how books are made is probably the most important skill for the internship. Another helpful trait for working at the Penn Press is attention to detail, which is essential for tasks like writing copy or preparing documents for meetings. I’m very grateful for the time I spent interning at the Penn Press last summer. Through attending meetings, asking questions, and completing projects, I learned a lot about what working in publishing is like.