

# University of Pennsylvania

## 2019 Summer Humanities Internship Program

### *"thoughts and advice from former recipients"*

#### Arthur Ross Gallery and Penn Art Collection

**Miranda Ribeiro-Vecino** ([mirr@sas.upenn.edu](mailto:mirr@sas.upenn.edu))

I am currently a senior majoring in Fine Arts and Philosophy. I decided to apply to the Arthur Ross Gallery in order to gain practical experience in an established arts organization. Though small, the ARG is extremely well established and respected in the community as a valuable arts resource for both Penn and Philadelphia. Indeed, the small office environment meant that I was always tasked with a project that was obviously important to essential functions at the gallery. I participated in staff meetings and even got to sit in on inter-departmental meetings where I got an in-depth look at professional collaboration among arts organizations. While the focus is undoubtedly on the arts, this opportunity taught me about the workings of a non-profit more broadly. I therefore recommend this internship for anyone who may be interested in working at a gallery or at a non-profit after graduation. Working at the ARG is an opportunity to create lasting ties with non-profit arts professionals and presents room for growth in the school year. There are many opportunities to continue your involvement with the gallery in the Fall by joining the gallery's Student Advisory Board, becoming a docent, and even continuing on in one of the intern positions.

#### Art Well

**Srinidhi Ramakrishna** ([sramak@sas.upenn.edu](mailto:sramak@sas.upenn.edu))

I'm a sophomore from Montgomery, NJ studying Political Science. This past summer through SHIP, I was able to intern at ArtWell, a nonprofit organization near Fishtown, Philadelphia. ArtWell conducts arts-oriented, trauma-informed programs in partnership with local schools and organizations in order to build stronger communities and curb violence, poverty, and the everyday difficulties of self-expression. For the application process, I had solely applied to ArtWell because it was the organization I felt most aligned with my values, and where I could impact the most change with people combining the work of art and activism. For that reason, I'd urge people to really consider where they would personally find their best fit when applying.

As an intern, I assisted and observed the ins and outs of what running a nonprofit is like. From applying for grants, to holding community festivals, to analyzing student surveys, it's important at ArtWell to be willing to jump on all kinds of tasks and listen to all kinds of conversations to get a better feel of the organizational mission and culture. The ArtWell community is also very tight-knit and will welcome you in – I'd encourage you to get to know those you end up working with, because they're all extremely dynamic, engaging, and friendly people! ArtWell is an example of a nonprofit honestly and responsibly trying to engage in the communities it serves, and it's definitely transformed the way I think about workplace environments and the nonprofit field.

#### Historic Germantown

**Margarita Ortiz** ([mo1298@sas.upenn.edu](mailto:mo1298@sas.upenn.edu))

I am a junior majoring in History and minoring in Psychology. I am from a neighborhood very close to Germantown, but the experience allowed me to engage further with this area of the city. My main task at Historic Germantown was creating a comprehensive survey that was distributed to the 18 sites in the consortium. The internship required focusing on small details in order to aggregate them and look at the big picture. Interns at Historic Germantown should be

prepared to assist in a number of tasks on-site, such as helping with the Hall of Fame event in June. Additionally, be prepared to visit other sites and talk to staff members there. By working closely with staff members at Historic Germantown and other sites, I learned important professional social skills, especially relevant for those interested in working at non-profits. I also learned how to engage with the community via the survey and in-person interviews. Historic Germantown looks for an enthusiastic team player who can be flexible with scheduling and tasks. Interests in history, preservation, non-profit work or urban studies would be applicable here. In the application, I would recommend expressing any interest in these areas.

Penn Today also interviewed me about my internship at Historic Germantown. I would recommend reading the article before applying to see what they're looking for:

[https://penntoday.upenn.edu/news/Penn-intern-Historic-Germantown-Philadelphia?utm\\_source=Primary&utm\\_campaign=1d1ea09c6c-EMAIL\\_CAMPAIGN\\_2019\\_07\\_23\\_11\\_35\\_COPY\\_01&utm\\_medium=email&utm\\_term=0\\_3777f2ca8f-1d1ea09c6c-44419269&fbclid=IwAR2puYss\\_pd3ajVqvjelnA1ZRaWejgdUTZ1eQERnIBbS7ElggT1lnB8QQNQ](https://penntoday.upenn.edu/news/Penn-intern-Historic-Germantown-Philadelphia?utm_source=Primary&utm_campaign=1d1ea09c6c-EMAIL_CAMPAIGN_2019_07_23_11_35_COPY_01&utm_medium=email&utm_term=0_3777f2ca8f-1d1ea09c6c-44419269&fbclid=IwAR2puYss_pd3ajVqvjelnA1ZRaWejgdUTZ1eQERnIBbS7ElggT1lnB8QQNQ)

## **Institute of Contemporary Art**

**Jessica Bao** ([jessbao@sas.upenn.edu](mailto:jessbao@sas.upenn.edu))

Hello! I am a sophomore in the College of Arts and Sciences, majoring in History of Art and English, and minoring in Classical Studies. Since high school, I've always wanted to work in the museum field. This summer, I was the curatorial intern at the Institute of Contemporary Art. During the application process, because I had little actual experiences working in art institutions, I spent some time researching the ICA, especially what I might be working on over the summer. As someone active in various feminist spaces on campus, I felt a personal connection to an exhibit that was listed in the internship description ("arms ache avid aeon: Nancy Brooks Brody / Joy Episalla / Zoe Leonard / Carrie Yamaoka: fierce pussy amplified"), and was able to talk about it during my interview.

For a curatorial intern, I think what you need the most is a genuine passion for art, as well as an interest in everything that happens around you at institution like the ICA. You may be involved in several different projects and should be open to learning from each of them. There were very little hard skills that I needed before the internship, as I was able to learn any necessary ones (such as basic modeling or Photoshop) on the job. Some of my most valuable and fascinating experiences at ICA have come from sitting in on meetings or just talking to the staff, but it is important to take initiative in these matters. The ICA actually connected me with people from all facets of a museum (not just curating, but also audience engagement, marketing, etc.). As such, although I came to the internship with a budding passion, the ICA allowed to me a concrete look into possible careers. And while it confirmed my passion in curating, it should be an amazing opportunity for anyone interested in art and curating but is still exploring.

**Mina Yoo** ([minayoo@sas.upenn.edu](mailto:minayoo@sas.upenn.edu))

I am currently a senior studying Economics and minoring in fine arts. This summer, through Penn's Summer Humanities Internship Program, I had the opportunity to work for ten weeks at the Institute of Contemporary Art as the marketing and communications intern. There are no specific hard skills required to be a marketing and communications intern, but it is very helpful to be flexible, open to learning, keen on details, and interested in the arts. Throughout the ten weeks I was able to gain invaluable insights into the behind-the-scenes functions of a medium sized museum. Also, because ICA has less than 30 staff members, there are many opportunities

to interact with the staff. In these interactions, I received guidance into where I would want to move my career and interests forward, and I am grateful to be able to meet passionate and experienced group of people similarly excited about working in the arts.

## **Kelly Writer's House**

**Michelle Chai** ([mychai@sas.upenn.edu](mailto:mychai@sas.upenn.edu))

I am a current College sophomore from Australia, and am studying astrophysics and creative writing. This past summer, through the CURF program, I was able to intern at the Kelly Writers House as an assistant to the annual Summer Workshop for high school students. I'm very interested in both teaching and non-profit work, and I think that this internship provided me with a really wonderful intersection of these two areas. I would encourage anyone interested in this (or any!) CURF internship to do some research on the location - a lot of places are on/near campus, and it's easy to drop by and get a feel for the place/people you might be working with. The essay component of the application is also a great place to demonstrate who you are as a person, and where exactly you're coming from. As for skills that are important for an intern at KWH - creativity, an ability to pick up new skills, and a knack for organization! This internship will have you doing a whole range of tasks, from workshoping to planning and implementing activities, to designing a print anthology - so you'll need the flexibility to bounce between different things. In the future, I hope to do more work with arts nonprofits, so I'm very grateful to have gained the experience I did at KWH over the summer!

**Quinn Gruber** ([gruberma@sas.upenn.edu](mailto:gruberma@sas.upenn.edu))

My name is Quinn Gruber, and I am a sophomore studying English and Italian literature. I work for *Jacket2*, the Kelly Writers House poetry journal, and began my time at KWH through SHIP. When applying, it's important to share your passions and your interests and to link your past experiences to the internship that you would like to pursue. How can you contribute to the working environment, and how can you learn from the people with whom you want to work? Working at the Kelly Writers House has been one of my favorite parts of my time at Penn. Having a background in editing helped me adjust to the work, but a willingness to learn, to challenge yourself, and to connect with others are most important because the Kelly Writers House fosters such a strong community of people who love writing, reading, and language. The SHIP program has led me to realize that I want to continue editing as a career, and it has helped me become more involved in a community that has shaped my time at Penn and encouraged me to grow, not only as a writer and an editor, but as a person.

**Ian McCormack** ([ianmcc@sas.upenn.edu](mailto:ianmcc@sas.upenn.edu))

Hello! My name is Ian McCormack and I am a junior majoring in History and minoring in Creative Writing. I work at the Kelly Writers House as the assistant to the director of Recruitment, where I commonly meet with high school students who are interested in Penn. I worked (along with Yiwei Chai) to help make the 2019 Summer Writers Workshop an enriching experience for all of the students. If you are interested in this internship, I would suggest emphasizing how your passions align with the internship – namely working with high schoolers and creative writing. If you have any experience with either of these things (or both), that is important for those at CURF to know. I would also suggest looking at this webpage (<http://writing.upenn.edu/wh/summer/>).

The internship basically has two parts that require two entirely different skillsets. For most of the summer, you will be preparing for the 10-day program, which largely requires organizational and creative skills. You will be acquiring materials, setting up activities, and planning events. This

is the easier part. Once the program starts, be prepared to act more as a 'camp counselor,' engaging with the kids and making them feel at home. There will be long days, and will require more than average levels of friendliness, but overall these 10 days are both the most fun and the most rewarding. In addition to acting as a kind of camp counselor during the day, you will have ample editing to do, as that is one of your primary tasks. Understanding how to give feedback constructively (and not to crush these kids hopes and dreams, because they will really think you are a great writer, practically regardless of your actual ability and therefore take your advice very seriously) is the other major tasks. It is truly a great experience, and has helped me both in discovering whether I like the experience of working with high school students and to become a better candidate for jobs in the writing and education fields.

## **Kislak Center for Special Collections, Rare Books and Manuscripts**

**Ethan Nelson ([nelsonet@sas.upenn.edu](mailto:nelsonet@sas.upenn.edu))**

I am a senior in the College of Arts and Sciences studying philosophy and cognitive science. When applying to internships through the Summer Humanities Internship Program, I would advise students to carefully research all the different opportunities available and apply to any positions that seem relevant to one's interests, academic or otherwise. When writing the application essays, I would also emphasize what skills one would like to develop or what knowledge and experience one would like to gain through the internship. In my experience, the SHIP positions are very accommodating when providing opportunities for research and often allow students to take on individualized projects. For me, interning at the Kislak Center allowed me to pair my love of books with research through several group projects that I worked on over the summer. For example, I am still assisting the Kislak Center with creating an interactive digital version of one of the most famous manuscripts housed at Kislak, Francis Daniel Pastorius's "Beehive." I love working at libraries and the Kislak in particular because it has such an engaging, intellectually stimulating environment, and I look forward to helping with other projects, working with the Kislak curators, and learning more about the endlessly fascinating collections at Kislak. I am very grateful to CURF for financing me through the Summer Humanities Internship Program and for giving me the opportunity to gain such interesting and valuable work experience.

## **National Constitution Center**

**Maria DiStefano ([mdistef@sas.upenn.edu](mailto:mdistef@sas.upenn.edu))**

I'm a sophomore from Wilmington, DE, majoring in history and minoring in Urban Education. Working at the Constitution Center was a great experience for me; I learned about museum management and programming, which has always interested me. I primarily worked within the education department, helping to run a series of teacher professional development seminars for civics educators from all over the country. It really gave me a better understanding of what the field of education looks like right now, and has helped shape my desire to go into the field in the future. Working at the NCC, I did some primary source research and compiling of documents about historic Philadelphia. There was also some data entry and compilation of information for the incoming teachers. I also interacted directly with educators and legal scholars throughout the professional development seminars. In terms of application advice, I suggest that you take a look at all of the opportunities available and apply for a few - it's always good to have options. Reach out to anyone who has held the position you're interested in, and don't be afraid to reach out to the institutions themselves!

**Caitlin Quinn** ([caitling@sas.upenn.edu](mailto:caitling@sas.upenn.edu))

The summer that I spent working in the education department at the National Constitution Center (NCC) was surprising, inspiring, and challenging. In recent years, the NCC has broadened its educational vision in a number of innovative ways, which I witnessed first hand. I was most interested in the efforts that the team has taken to develop online tools for civic engagement. The NCC has a fantastic online tool/app called the Interactive Constitution that is used by more than twenty five million people each year, reaching one hundred times more people than those who visit the physical museum. The Interactive Constitution brings together the leading liberal and conservative constitutional scholars (for each article and amendment of the Constitution) and tasks them with writing one essay where they give a common interpretation of a constitutional issue, and an essay where they disagree with one another. What I liked the most about this tool is that the education department specifically markets the Interactive Constitution to aid high school and middle school teachers in teaching civics and the Constitution.

As an intern, most of my responsibilities were related to helping research and prepare for the NCC's Summer Teacher Institutes. These institutes had a large impact on me for a number of reasons. First, I was inspired by the scholars themselves. I am very interested in pursuing a career in law, specifically constitutional law, and these institutes gave me the ability to gain career advice from accomplished legal professionals and university professors. What I found most illuminating, however, was hearing from passionate public school teachers from diverse schools across the United States. These teachers are committed to getting their students to care about civic engagement, civil dialogue, and constitutional thinking, while simultaneously acknowledging the limited resources of their school districts, and large levels of governmental apathy and distrust from their students. There was a palpable dissonance between the lofty civic ideals that the scholars espoused, and the actual *implementation* of these ideas in a middle school or high school classroom. Although, I was inspired by how many teachers were up to the task. The most memorable moment of this internship for me occurred on the last day of one of the institutes. When one of the teachers asked UNC Chapel Hill law professor Bill Marshall if he has hope for the future of civic engagement and Constitutional thinking he responded, "Not much. I think it is all up to you teachers to inspire this new generation of learners to care about constitutional principles." The teacher responded that while that was a daunting and disheartening answer, her participation in the NCC teacher institutes makes her realize that "so many educators are up to the task." The passion and care that these educators put into their students was truly memorable, and I'm very grateful that the NCC uses its education department to create such an inspiring and collaborative learning environment, which I never would have been able to see if not for SHIP.

## **National Museum of American Jewish History**

**Keira Bokreta** ([kbokreta@sas.upenn.edu](mailto:kbokreta@sas.upenn.edu))

I am a senior from Philadelphia majoring in Health and Societies and minoring in Near Eastern Languages and Civilizations. One of my favorite experiences while at Penn has been my volunteer work sorting and cleaning artifacts in a lab at the University Museum. Therefore, when I found out about SHIP, I was very interested in applying for an internship at a museum to learn about how the curatorial department functions and about the inner workings of a museum. I really enjoyed my work experience at the National Museum of American Jewish History (NMAJH), and found the staff incredibly welcoming, approachable, and interested in making the program a great learning experience for the interns. During my time there, collaboration with others on projects, summarizing important aspects from research assignments and presenting them to a group were integral parts of the work. I value the practice

that I received in presenting information to a group at meetings, and know that it will benefit me as I move forward in my learning and career. As for the application process, I used it as an opportunity to describe past work/educational experiences and explain how I felt the internship would afford me the chance to learn a new set of skills. I look forward to talking to anyone who wants to find out more about my experience at NMAJH!

**Anastasia Hutnick ([ahutnick@sas.upenn.edu](mailto:ahutnick@sas.upenn.edu))**

I am a senior in the College majoring in Anthropology with a Cultural and Linguistics concentration and minoring in Creative Writing.

For the application process, I suggest applying to multiple opportunities and choosing whichever excites you the most. In writing your essay you should focus on being yourself, showing them what you are passionate about, and why that passion and your experiences would be an asset for them.

Being an intern at NMAJH, you'll need to have good writing and research skills, be flexible with what you're doing, be able to work well in a group or individually, and ask questions. Ask lots of questions. You'll be sitting in on meetings and conferences, doing research for exhibits, and overall getting a front row view into how this museum runs. Do not be afraid to speak up if you're curious, confused, or intrigued.

Working at NMAJH convinced me that I want to work in a museum, and now I'm applying to Museum Studies programs for postgraduate studies.

## **One Art**

**Lucy Curtis ([lucurtis@sas.upenn.edu](mailto:lucurtis@sas.upenn.edu))**

My name is Lucy Curtis and I am a junior in the College studying political science. This past summer I interned at One Art Community Center in West Philadelphia, which is a community arts center, event space, and urban farm. In order to apply I filled out the application, and submitted a cover letter and resume through the online portal. A few weeks later Malaika Gilpin, the co-owner of One Art emailed me to schedule a phone interview. I was offered the internship a few weeks after my interview with her. Once I began the internship my everyday responsibilities included keeping up with farmwork, helping to plan events and programming, and working on the production of a fashion show that would take place in late July. The fashion show brought together local designers, artisans, and musicians; and allowed them to show and sell their work to the soundtrack of eclectic Philadelphia musicians. I also spent some time researching and creating copy for a new education program for the center, as well as finding possible grants to apply for in the future. Working in West Philadelphia was great because as someone who is from this city, public transportation was an easy way to get to work every day. In addition, I learned so much more about activists and creatives working in my city than I ever would have otherwise. An intern at this location should be ready to set their own schedule and create their own projects. In addition, anyone working here should be ready to spend a lot of time outside and shouldn't be afraid of getting their hands dirty. This program taught me a lot, but my main takeaway came from producing an event, which helped me to develop my leadership skills, especially when working with large groups of people with many diverging interests and priorities.

## Opera Philadelphia

**Leo Sarbanes** ([sarble@sas.upenn.edu](mailto:sarble@sas.upenn.edu))

I am a senior from Baltimore, majoring in music and minoring in BBB. I also happen to be an opera lover, but am far from an expert in the genre. One of the most important things you can do in your application is explain why being involved with an institution like Opera Philadelphia has personal significance for you. The great thing about opera is that it combines all facets of the arts — music, poetry, design, dance — to deliver a narrative, so whatever your artistic background, you will be able to bring a unique, valuable perspective to the table. Equally important is taking the time to really get to know the institution from all angles before applying, using the wealth of information online — it can take time but is extremely rewarding. Becoming familiar with everything from the company mission to its community programs to its past and future performances makes it that much more likely that you will find something that resonates with your own experience and goals.

As an intern at Opera Philadelphia, it is important to be comfortable with managing research and writing on a particular topic (e.g. a specific opera, composer, or director), and being able to balance these stages across multiple days. Using Penn Libraries' resources, which can include everything from accessing online journal articles through Franklin to studying microforms for newspaper coverage can be extremely valuable in this regard. Be as comprehensive in your research as possible — something as small as a fun fact, for example, could be a boon for marketing. It is also crucial to have the ability to adapt your writing to different audiences, including prospective attendees, social media users, and kids. No matter the primary project you are given, always keep an open mind to the wide variety of other tasks that arise in different departments, from development to marketing to community initiatives. The all-hands-on-deck approach reflects the massive forces that go into mounting ambitious, high-quality productions, and this diversity is an opportunity to assimilate the most complete experience of working in arts administration and determine which sectors of such an institution might best fit with your skills in the future.

I am hoping to enter a graduate program in musicology next year, and the scope and depth of my research and writing at the opera, including remaining involved beyond the summer to deliver two pre-concert lectures, has made me more confident in pursuing this path. The importance of telling the story of a piece, composer, or broader musical trend becomes crystal clear when you are building towards delivering a tangible product to the public. This is particularly true in light of Opera Philadelphia's position at the forefront of presenting new, dynamic works and productions to show that opera is as modern and relevant as it gets. Further, I hope to ultimately pursue music education at many levels, and my work on a comprehensive student guide for the Opera's Dress Rehearsal program, allowing me to experiment with how best to immerse students of all ages in a genre that can often feel stuck in the past, will prove invaluable towards this end. As I move into the next chapter of my musical career, I feel confident that my experience at the Opera has made me a better educator, arts advocate, and musician.

**Margaret Zhang** ([zhanger@sas.upenn.edu](mailto:zhanger@sas.upenn.edu))

I'm a junior studying English (Creative Writing concentration) and Consumer Psychology. I was a Communications, Development, Community Initiatives, and Marketing intern at Opera Philadelphia this past summer, and I had an amazing time! I applied to work at Opera Philadelphia because I wanted to find a way to combine my love for the arts with my written and analytical skills. One of the first projects I got to work on involved interviewing the director

of an opera and writing an article on the production for the Festival Book. Having interviewed artists in the past about their work, I loved being able to apply those skills. Another memorable project I got to work on was writing articles for the student guides, or guides meant to make opera more accessible to younger people. I found this extremely valuable; writing for the purpose of being accessible and engaging to students is a whole different ballpark than the writing I usually do. Additionally, I have always been interested in design but never really gave myself the opportunity to explore it; designing newspapers, flyers, books, and tickets for Opera Philadelphia, however, allowed me to really sharpen my skills (and realize my love for it). I also got to work with and learn the basics of Tessitura, a software used to manage ticketing, fundraising, etc. Overall, such a positive experience. The projects I worked on gave me a lot of creative freedom, which I appreciated. Working here has given me a good idea of the kind of work that happens and the kind of community that exists in the arts.

## **PennSound**

**Arundhati Singh** ([arsin@sas.upenn.edu](mailto:arsin@sas.upenn.edu))

For a literature major interested in poetry – and in the sonic aspects of poetry – the PennSound archive is essential. I was first introduced to it (and to the notion that poetry... should be listened to) in my freshman year, and it has since become an indispensable resource for me. Wanting to contribute to the archive in some way, and wanting to learn more about it, I applied to work there through the CURF Summer Humanities Internship Program, and it was an enormously rewarding experience. I spent the summer digitizing tapes, recording and editing podcasts, and most importantly, just listening to poetry. It also helped that the Kelly Writers' House, where the PennSound office is located, was a warm and welcoming environment in which to work. So warm and welcoming, in fact, that I simply had to stay; I chose to remain as a Wexler Studio Assistant, and continue working on the PennSound website and with recordings.

It is difficult to succinctly summarize all that I learned this summer, and all that I got to take with me. Of course I learned the skills that are part of the job description: I learned how to use audio equipment and software, how and when to make technical decisions when handling audio files, and about the editorial work that comes before a recording is made available on the website. All of these skills are important, and useful. But I also had a really good summer, and it was primarily because of the people with whom I interacted, and the time I got to absorb all the poetry I could. Those are the better parts, the opportunities-you-wouldn't-get-anywhere-else parts. Those are the parts that make this internship a truly valuable experience.

## **Sachs Program for Arts Innovation**

**Matthias Volker** ([mrvolker@sas.upenn.edu](mailto:mrvolker@sas.upenn.edu))

I am a sophomore from Washington, D.C. studying linguistics and theatre. My experience at the Sachs program offered me exciting insight into an area of arts administration and grant management that I had not previously experienced. The Sachs Program gave me the opportunity to tailor my projects to my passions and skill sets, both allowing me to play to my strengths and gain new skills in a supportive environment. My work at the Sachs Program encouraged me to branch out within the world of arts development and grant making, with room for me to ask questions and explore diverse interests. My projects largely focused on student engagement and creating a foundation for the student summer newsletter and student outings. I was able to attend meetings with partners throughout the university and learn about how the Sachs Program fits in to the larger community of Penn. My experience with the Sachs Program was extremely encouraging, and I was able to work closely and learn from the Executive Director and Associate Director throughout the summer. The self-motivated nature of

the internship let me tailor it to my interests as well as the organization's needs. If applying to be an intern, expect to be held accountable for your work and pushed to engage with projects that interest you. I was able to take great pride in my work throughout the summer, and looking back and seeing the impact I made has been incredibly rewarding. Even if a SHIP internship doesn't align with your interests in the most direct way, my advice would be to trust that you will find ways to use your interests and skills in a unique way, while giving you the chance to expand your horizons and explore new interests you might not know you have.

## **University Archives and Records Center**

**Anna Pugsley ([apugsley@sas.upenn.edu](mailto:apugsley@sas.upenn.edu))**

I am a junior in the College double majoring in Political Science and Near Eastern Languages & Civilizations. I am currently involved in several campus political advocacy groups and co-facilitate a reading group, Lotus Collective. Through SHIP, this past summer I interned at the University Archives and Records Center. The application process is relatively straightforward, but it is important to make sure to stay on top of dates and deadlines. Applying for multiple positions is encouraged, and be prompt in setting and showing up to interviews.

While certain skills are valuable for the job, like proficiency in Microsoft Office, precise attention to detail, and organization, what is most important is an interest and appreciation for public history. The information interns will come across at the University Archives provide incredible insight and illumination into the history of Penn and Philadelphia and their roles in the greater history of the United States and the world. Thus far working at the archives has reinforced my organizational skills, like the ability to examine large sets of data and determine how to best arrange collections based on content and form. This experience has also given me a good idea of how archives generally function behind-the-scenes, which is additionally valuable as I am interested in a career in research. Any potential interns with interest in these areas as well will be a good match for the University Archives.

## **University of Pennsylvania Museum of Archaeology and Anthropology**

**Tathagat Bhatia ([tbhatia@sas.upenn.edu](mailto:tbhatia@sas.upenn.edu))**

I am a junior from Lucknow, India majoring in History of Science (STSC) and minoring in Russian. I was an intern at the Archives of the Penn Museum over summer 2019 and thought it was excellent for my research interests in history as well as in giving me the opportunity to work with rare archival records in the setting of a large public museum. The application process for the Penn Museum is a little different from most other SHIP internships because you submit an application each to CURF and the museum. Moreover, the museum's application requires you to submit a couple letters of recommendations as well so be sure to get started early. For the archives, the two key skills needed to both excel at and enjoy the internship experience are patience and attention to detail. Though at times handling dated paper records may get tedious, the Archives staff is extremely friendly and helpful, and most likely you will get to choose the projects you work on based on your major/interests. Outside the archives, the Penn Museum has great programming for interns from all departments so my experience was not limited to the archives. I am thinking of going to grad school in history (of science) and my experience at the archives taught me to appreciate the amount of effort that goes into making documents accessible to researchers, as well as think about the challenges/limitations of digitization, accessibility in curation and research, and the potential for social justice in institutions that make/keep records.

**Leo Gearin ([lgearin@sas.upenn.edu](mailto:lgearin@sas.upenn.edu))**

I am a sophomore at Penn studying History and International Relations. My internship at the Cultural Heritage Center this past summer provided me with an opportunity to further explore my interest in ethnic conflict. As a research intern, I systematically documented the destruction of cultural heritage sites during armed conflicts. The areas of concern to my research were Bosnia and Herzegovina, the Republic of Georgia, and the Great Lakes region of Africa. My research into the destruction of religious sites during the Bosnian War has been particularly influential, because I am now developing an independent research project by using some of the data I collected as starting points for case studies. I really enjoyed interning at the Cultural Heritage Center because my bosses were great mentors--I've actually continued as a research intern at the center during the school year. If you're interested in working at the Cultural Heritage Center, I recommend expressing a strong interest in the center's research (the center's website provides detailed information). Applicants do not need research experience, but should be eager to learn!

**Josephine Schmollinger ([joschmo@sas.upenn.edu](mailto:joschmo@sas.upenn.edu))**

I am a sophomore studying Near Eastern Languages and Civilizations and Anthropology, and I hope to one day pursue a career as an archaeologist. This summer, I interned at the Penn Museum in the Babylonian Section. I worked mainly with the Electronic Pennsylvania Sumerian Dictionary, or ePSD. The ePSD falls under the umbrella of the Open Richly Annotated Cuneiform Corpus (ORACC), whose aim is to create a collection of accessible research on cuneiform texts, open to scholars and the general public. For this internship, I think that the most important skills to have are attention to detail and organization because you will be working with large amounts of data. My supervisor did a very good job of putting the work we were doing in a historical and linguistic context, so while knowledge of Mesopotamian history or Sumerian language is helpful, it is not necessary for success at this internship.

As well as introducing me to the study of Sumerian, this internship helped me develop my interests in archaeology and Museum studies. Through SHIP, I was able to meet archaeologists, language experts and museum professionals, and foster connections with professors and scholars that I hope to maintain throughout my entire time at Penn. This experience was integral in helping me better understand how I can actually go about pursuing a career in the study of the Ancient Near East, and opened a lot of doors for experiences during my undergraduate career.

**Jenny Wan ([jennywan@sas.upenn.edu](mailto:jennywan@sas.upenn.edu))**

I am a sophomore studying Economics and minoring in Fine Arts and Computer Science. I interned at the Penn Museum this past summer, in the Marketing and Communications department. I learned so much about the museum from the perspective of its marketing, but also in general the environment of such a public institution – I learned things that I never thought I would, including how to handle ancient artifacts. The people were incredibly supportive and the office was a great environment to work in. As for the application process, I would say that the written portion is truly an applicant's opportunity to express what working at a museum would truly mean to them, and demonstrate a true passion and interest in that type of work. This internship taught me a lot about what aspects of marketing I loved and wanted to continue working in. I think it's important for any intern to be flexible, and to adapt quickly to new situations, since interning at a museum was something that I had never done before. I would recommend getting to know the other interns around you, and forming close connections

with the people you work alongside with. Overall, it was a truly great experience, and it will definitely shape my career path in years to come.

**William Weiss ([weissw@sas.upenn.edu](mailto:weissw@sas.upenn.edu))**

My name is William Weiss and I am a senior studying history and classical studies at Penn. I have worked at the Penn Museum in the NAGPRA department since my freshman year and I was able to continue my work there during the summer thanks to SHIP. The application itself is fairly straightforward. When applying, I found that referring to my previous experience in museum work and research as being the best method to show my qualification for the program. As far as necessary skills for working at the Penn Museum goes, good organization and an inclination for research are musts. Attention to detail and strong reading competency are also definitely skills one should have if interning at the Museum. The program has offered me the chance to improve upon all of these abilities and prepare me for future research and museum work. It has seriously impacted my consideration of having a career in a museum or archive.

## **University of Pennsylvania Press**

**William DiGrande ([wdig@sas.upenn.edu](mailto:wdig@sas.upenn.edu))**

My name is Will DiGrande and I am a junior majoring in Political Science, and last summer I worked as an intern in the Business and Acquisitions Departments for Penn Press. Despite not coming from a "traditional" major for book publishing, I absolutely loved my 10 weeks at Penn Press and will always be grateful to CURF for this opportunity. In terms of the application, I think prospective interns should take time to research their organization of choice (check out the website, read news articles about what the company is doing, etc.) and use what they find to craft an informed cover letter with what they can bring to the internship. If you are interested in working with academic writing or the behind-the-scenes process in publishing, this internship will give you the necessary skills to bring to a career in the field. A cheerful office personality and ability to learn quickly are essential for this internship, since you become part of the Penn Press community from day one and are given important tasks that have an impact on the company and the works it produces. For example, I was asked to fact-check a map that was to be placed in a book and found a few errors, which were then corrected before publication. I also think the ability to learn from your mistakes is central to any internship, since you probably will not get everything right the first time, but can always improve. While I do not have a set career path yet, working with Penn Press this summer and learning about all its departments through our weekly intern seminars helped me to learn that publishing is definitely somewhere I can see myself down the road.

**Sofia Rabate ([smrabate@sas.upenn.edu](mailto:smrabate@sas.upenn.edu))**

I am a junior majoring in English and minoring in Italian and Music. I interned at Penn Press last summer, and when I was putting together my application, I tried to make a strong case for why my previous experience at another internship and in my job had prepared me for this internship. I also made sure to explain how I felt this was related to my major. Since Penn Press is a publisher, interns should be strong writers with pronounced interests in reading, writing, and editing. If you are a strong writer and editor, you will be able to perform tasks at the internship like writing jacket copy (a summary of a book), proofreading various documents, and communicating with authors. Some other responsibilities included sending out book orders, which requires an eye for detail to copy everything correctly, filing papers, which takes organization, and creating flyers and postcards using basic design skills. Now that I completed this internship, I know that publishing is an option for me if I choose to pursue it, and if not, a lot of these skills are transferable to a writing-based career.