



# ARCHIVES AND SPECIAL COLLECTIONS INTERNSHIP APPLICATION

The Preservation Foundation of Palm Beach is looking for graduate and undergraduate students enrolled in a degree-seeking program in public history, library and information science, or historic preservation to participate in a six-week program this summer from May 14 to June 25, 2018.

The Foundation is a private, nonprofit membership organization dedicated to the preservation of the historic, architectural, and cultural heritage of Palm Beach, Florida. The Foundation's mission is to encourage the community to learn about and save the historic buildings that truly make Palm Beach special.

Interns will be exposed to challenging, professional opportunities while working in the archives of the Preservation Foundation of Palm Beach. Interns will learn to properly store, preserve, digitize, and restore architectural renderings, rare photographic materials, and other special collections items. Additionally, interns will assist Preservation Foundation staff in creating an updated version of *Landmark Architecture of Palm Beach*. A \$1000 stipend will be included with the internship.

**Program Requirements and Expectations:**

- Availability for the full duration of the internship [Summer Semester A]
- Graduate / Undergraduate status
- Major in history, library and information science, archival studies, historic preservation, or related.
- Grade point average greater than 3.0
- Stipend of \$1000

Application packages will not be returned. We recommend you keep copies of all package contents and request additional letters of recommendation for your records.

Should you have any questions, please contact:  
Shellie LaBell, Director of Archives  
[slabell@palmbeachpreservation.org](mailto:slabell@palmbeachpreservation.org)  
(561) 832-0731, ext. 112



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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

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Permanent Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Email \_\_\_\_\_

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Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Address Valid Until \_\_\_\_\_

Are you eligible to work in the United States? Yes  No

## EDUCATION

**High School:** \_\_\_\_\_ **Graduation Year:** \_\_\_\_\_

**College:** \_\_\_\_\_

**Graduation Year:** \_\_\_\_\_ **GPA** \_\_\_\_\_

**Major area of Study:** \_\_\_\_\_

**Minor area of Study:** \_\_\_\_\_

**Graduate School:** \_\_\_\_\_

**Graduation Year:** \_\_\_\_\_ **GPA** \_\_\_\_\_

**Major area of Study:** \_\_\_\_\_

**Minor area of Study:** \_\_\_\_\_

**How did you learn about this program?**

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YOUR COMPLETED APPLICATION SHOULD INCLUDE THE FOLLOWING:

- Two (2) original letters of recommendation from any two of the following:  
Graduate department chair, professor, academic advisor, former/current work supervisor.
- Resume
- Digital portfolio or writing sample (research paper, 15-20 pages)
- Personal Statement (no more than 500 words) answering the following questions:
  - Why would you like to intern at the Preservation Foundation of Palm Beach?
  - How does the Foundation's internship fit with your background and career goals?
  - What do you hope to achieve from the experience and what do you believe you can contribute?

## CERTIFICATION

I certify that all the information on this form is true and complete to the best of my knowledge. If asked by the Preservation Foundation of Palm Beach, I agree to give documentation for information given on this form. I understand that if I accept an internship at the Preservation Foundation of Palm Beach I am making a commitment to work for 6 weeks, M-F, 9:00 a.m. to 5:00 p.m., beginning May 14<sup>th</sup> and ending on June 25<sup>th</sup>, 2018.

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*Applicant Signature*

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*Date*

**Please submit your completed application with the attachments electronically or by mail with ATTN: ARCHIVE INTERNSHIP by MARCH 31, 2018 to:**

**Shellie LaBell  
Director of Archives  
Preservation Foundation of Palm Beach  
311 Peruvian Ave  
Palm Beach, FL 33480  
[slabell@palmbeachpreservation.org](mailto:slabell@palmbeachpreservation.org)**