



## Sallie B. Phillips Archival Internship Application

The Preservation Foundation of Palm Beach is looking for graduate and undergraduate students enrolled in a degree-seeking program in archival studies, library and information science, or historic preservation to participate in a six-week program this summer from June 8-July 17, 2020.

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 from the John L. Volk Architectural Collection.

A \$1000 stipend will be included with the internship.

### **Program Requirements and Expectations:**

Availability for the full duration of the internship

Graduate / Undergraduate status

Major in history, library and information science, archival studies, historic preservation, or related.

Grade point average greater than 3.0

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

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Last Name	First Name	Middle Initial
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Permanent Address	City	State	Zip
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Phone #1	Phone # 2	Email
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Current Address	City	State	Zip
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Phone #1	Phone # 2	Email
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**Are you eligible to work in the United States?**

Yes       No

**Education**

**Undergraduate:** \_\_\_\_\_

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?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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:**

1. Why would you like to intern at the Preservation Foundation of Palm Beach?
2. How does the Foundation's internship fit with your background and career goals?
3. What do you hope to achieve from the experience and what do you believe you can contribute?

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., from June 8-July 17, 2020.

Signature/Date: \_\_\_\_\_

**When will you be available for an interview?** \_\_\_\_\_

**All application materials must be received by May 3, 2020**

**Email the application and required documents to:**

Preservation Foundation of Palm Beach  
c/o Shellie A. Labell  
Director of Archives  
311 Peruvian Avenue, Palm Beach, FL 33480  
Phone: 561 832-0731 x 112  
[slabell@palmbeachpreservation.org](mailto:slabell@palmbeachpreservation.org)