



# 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 6 to July 16, 2022**.

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 with the digital collection of the Preservation Foundation of Palm Beach. The collection includes digital records of architectural drawings, photographs, and ephemera from prominent Palm Beach architects. Experience with image/photo editing in Adobe Creative suite and Microsoft Word and Excel is required.

A stipend and housing 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.

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



# SALLIE B. PHILLIPS ARCHIVAL INTERNSHIP APPLICATION

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

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

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

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

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

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?

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



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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:

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?

## 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 June 6 and ending on July 16, 2022.

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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: PHILLIPS ARCHIVAL INTERNSHIP by May 6, 2022 to:

Marie Penny  
Director of Archives  
Preservation Foundation of Palm Beach  
311 Peruvian Avenue  
Palm Beach, FL 33480  
mpenny@palmbeachpreservation.org