



SALLIE B. PHILLIPS ARCHIVAL INTERNSHIP APPLICATION

The Sallie B. Phillips Archival Internship provides future archivists with the opportunity to gain firsthand experience working with special collections. Ms. Phillips is a longtime Trustee of the Foundation and graciously underwrote the digitization of the organization's architectural collections.

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. The program runs from the first week of June until the second week of July.

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.

Program Requirements and Expectations:

Availability for the full duration of the internship

Graduate / Undergraduate status

Major in Archival Studies, History, Historic Preservation, Library and Information Science, or similar

Grade point average greater than 3.0

\$2,400 stipend provided

Internship able to be completed remotely or in-office

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



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Last Name _____ First Name _____ Middle Initial _____

Permanent Address _____ City _____ State _____ Zip _____

Cell Phone _____ Email _____

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:

- One (1) original letter of recommendation from any of the following: Principal, Dean, Professor, Teacher, Guidance Counselor, Academic Advisor, former or current work Supervisor. Letters may be included with the application or sent directly to the Foundation by the deadline.
- Resume
- Unofficial or Official Transcript from all colleges attended
- Digitized collection/portfolio of your projects and/or writing sample (research paper or essay, not to exceed 10 pages)
- A Personal Statement (no more than 500 words, double-spaced) 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 to the Foundation?

I certify that all the information on this form is true and complete to the best of my knowledge. If requested by the Preservation Foundation of Palm Beach, I agree to provide additional documentation for any 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.

Applicant Signature

Date

Please submit your completed application with the attachments electronically or by mail with ATTN: BAKER INTERNSHIP by MARCH 31 to:

Amanda Capote
Archives & Programming Associate
Preservation Foundation of Palm Beach
311 Peruvian Ave, Palm Beach FL, 33480
acapote@palmbeachpreservation.org