Diversity in Historic Preservation Internship Program

Overview
The Providence Preservation Society welcomes student interest in its Diversity in Historic Preservation Internship Program during the summer of 2020. This paid internship provides career exploration opportunities for curious students from backgrounds historically underrepresented in historic preservation and cultural heritage careers. Students will gain experience in key areas such as advocacy, architectural history, public engagement, communications, and non-profit administration. Candidates are not required to have demonstrated previous interest or experience in preservation or related disciplines.

Interns will learn and work in a team-based, collaborative environment and play an important role in advancing one or more areas of PPS’s mission. Interns will work closely with staff and devote approximately half their time to training, participation in daily operations, and general contributions to ongoing work at PPS. The remainder of their time will be devoted to independent work on an independent project, to be developed in consultation with their supervisor. Ongoing career mentorship is woven throughout the internship experience. Successful interns will possess exceptional communication skills, an enthusiasm for making history accessible to the public, intellectual curiosity, and good humor.

Interns can expect to interact with members of the public and PPS’s professional community. As part of the internship, students will produce one piece of substantive writing (report, blog post, presentation, etc.).

Internship Areas
PPS offers internship experience in the following areas. Specific institutional needs vary from year to year, and each intern’s scope of work will be refined in consultation with staff.

Preservation
- Conduct research on PPS properties and Providence architecture and cultural landscapes
- Attend and report on public meetings
- Contribute to advocacy efforts, ranging from shaping historic districts to support of relevant public policy and property-specific advocacy
- Process archival material and support the growth of PPS’s research and resource materials
- Expand the information available on the Guide to Providence Architecture (guide.ppsri.org)
- Support the Most Endangered Properties program: Solicit and research nominations; prepare supporting documentation; prepare press releases and coordinate program-related publicity
- Support the Preservation Awards program: Coordinate with staff to assist in the design and content of the nomination form; coordinate mailing and solicitation of nominations from general public, membership, architects, developers, non-profits and others; assist with the vetting of nominations

Programs & Events
- Assist in the planning and development of events, including market and topical research, speaker identification and outreach, and formative evaluation
• Support live programs and events (ranging from walking tours to a three-day academic symposium), including content delivery, ticketing, set-up/break-down, wayfinding, evaluation, etc.
• Contribute to press releases, marketing copy, and other public relations efforts
• Develop outreach and promotional strategies to reach new audiences
• Design collateral and public-facing materials, including printed programs, handouts, signage, and flyers. Distribute materials as required.
• Identify programmatic topics and themes for future development

Communications
• Maintain, improve, and expand online content through a variety of media
• Contribute to the Guide to Providence Architecture (guide.ppsri.org)
• Contribute to social media content and campaigns
• Document programs and events with photo and video
• Research, write, and post about current initiatives and activity
• Develop concepts and content for new features on PPS website and e-communications
• Identify strategies to attract and communicate with new audiences
• Inform interpretive and wayfinding signage and materials on the PPS campus

How to Apply
This internship is open to rising high school seniors and college students who have not yet begun their junior year. Applicants must:
• Identify as someone from a background traditionally underrepresented in preservation and heritage organizations, including, but not limited to, first generation college students and individuals of African American, Asian, Latinx/Hispanic, Native American, or Pacific Islander descent;
• Reside or attend school in Rhode Island; and
• Be a United States citizen or permanent resident.

Time Commitment & Compensation
Interns work a minimum of 25 hours per week at a rate of $13.00/hour. Some weekend and evening hours may be required. Holidays and other time off are not paid. Housing is not provided. The 10 week internship typically begins the first week of June and ends in late August, with exact dates to be determined at time of offer.

All work is based out of the PPS offices at 24 Meeting Street, and interns are responsible for arranging their own reliable transportation.

Application
Applicants must be rising high school seniors, rising college freshmen, or rising college sophomores. A complete application consists of:
• A short personal statement (700-800 words maximum) that outlines areas of interest and experience;
• A resume of no more than two pages;
• Contact information for two references.

Please send all materials in a single PDF to info@ppsri.org. PPS is an equal opportunity employer.

Materials received before April 15 will receive fullest consideration.
About PPS
Founded in 1956, The Providence Preservation Society (PPS) works to improve Providence by advocating for historic preservation and the enhancement of the city’s unique character through thoughtful design and planning. PPS is one of the nation’s oldest and most respected preservation organizations and is supported, in part, by 500 local and regional members. Over its more than 60 years, PPS has accomplished its mission through education and advocacy, and has established itself as a leader in citywide planning and preservation. For more information about PPS, visit ppsri.org.