INTERNSHIP OPPORTUNITIES

Summer 2016

Who we are: The SS United States Conservancy, a national nonprofit organization founded in 2004, is dedicated to protecting, revitalizing and promoting the historic ocean liner SS United States, the largest passenger ship ever built in America and current holder of the transatlantic speed record. “America’s flagship” transported four US presidents, business moguls and movie stars, and tourists and immigrants and is one of the last great super liners from the golden age of trans-Atlantic travel.

The SS United States Conservancy purchased the SS United States in February of 2011, and earlier this year signed an option agreement with Crystal Cruises with the goal of returning the SS United States to seagoing service. The Conservancy is moving full speed ahead on its goals of building its permanent collection of archives, art, and artifacts from the SS United States and planning a permanent land-based visitor’s center and exhibition celebrating the “Big U” as well as broader themes of design, innovation, and maritime history.

For more information, visit www.ssusc.org.

What we are looking for: The SS United States Conservancy is currently recruiting for two internship positions.

The Communications and Outreach Intern will support the Conservancy’s fundraising and viral marketing strategies. The intern will assist in identifying corporate and institutional supporters and sponsors and help generate creative strategies to build our individual and institutional membership base and expand our presence online. The intern will also assist in writing and editing articles for the Conservancy’s member newsletter and other publications, including feature pieces on the history of the SS United States, Conservancy events and programs, and other topics. The intern will also assist with member correspondence and support.

Preferred location: Flexible, with priority given to applicants in Washington, DC, Philadelphia, or New York. An ideal candidate will be able to perform some job duties in a home office setting.
The Preservation and Outreach intern will work with Conservancy staff to scan historic documents and photographs and will assist in the expansion of a passenger and crew database, culling information from the Conservancy’s archive of passenger lists and other documents from the SS United States. Additionally, the intern will help devise and implement fundraising and outreach strategies for an oral history initiative. Other responsibilities include researching key ship-preservation projects and some administrative duties such as copying, assembling, mailing, and data entry into the constituent database under the supervision of outreach staff.

Preferred Location: Philadelphia. Will consider other locations.

Qualifications

- Ability to work effectively in a small office environment or remotely, with a personal computer available for use.
- Working knowledge of Microsoft Word and Excel.
- Strong written and oral communication skills are essential, and for the Communications and Outreach intern position, social media skills and savvy are also crucial.
- Preference will be given to candidates pursuing a bachelor’s or master’s degree in marketing, communications, historic preservation or museum studies.

Commitment: 10-30 hours per week. (This internship can be combined with other part-time work or internship opportunities.)

Remuneration: Expenses and modest stipend.

Start Date and Duration: Negotiable.

These positions offer excellent opportunities for professional and personal development with practical, hands-on experience and mentoring. Each position can be sculpted to some degree based on the interests and abilities of the candidate. To apply, please send resume and cover letter to positions@ssusc.org. No phone calls please.

Due to the high volume of applications, we are not able to respond to each individual applicant. Qualified candidates will be contacted by one of our staff members to arrange a phone interview.