



SS UNITED STATES
CONSERVANCY

SAVING AMERICA'S FLAGSHIP

P.O. Box 32115 • Washington, DC 20007 • (888) 488-7787 • ssusc.org

INTERNSHIP OPPORTUNITIES

Spring 2017

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 is currently working to secure her future as a mixed-use, stationary development which will include a *SS United States* museum. 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*. Our dedicated staff is always diligently exploring how to best preserve, celebrate, and disseminate the range of items in the Conservancy's collections through unique opportunities with museums, institutions, and other organizations.

Guided by a prominent board of directors and advisory council, the Conservancy currently has a small team based in Washington, DC, Philadelphia, and New York. The organization has members hailing from all 50 states and 22 nations worldwide.

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.

BOARD OF DIRECTORS | Susan Gibbs — *Executive Director* • Charles B. Anderson — *President* • Kevin Billings • Susan Caccavale • Frank DeGiulio • Robert L. Forbes • Dan McSweeney • William N. Myhre • Greg Norris • Mark B. Perry • Joseph Rota

ADVISORY COUNCIL | Walter Cronkite (1916–2009) — *Honorary Chair* • Toni Alexander • Alan Bain • Kent L. Barwick • Dan Carney • Sean Connaughton • Walter Cronkite IV • Delia Cruz • Stephanie Cuba • Bill DiBenedetto • H. Richard Dietrich III • Larry Driscoll • Laura Franklin Dunn • Jonathan Fanton • Elizabeth Fletcher • William A. Fox • Keith Harper • Jeff Henry • Albert Herberger • Noelle Hollander • Jerry Hultin • Samuel Keesal, Jr. • Alex Keisch • Billie Jean King • Peter Knego • Joyce Landry • Stephen Lash • Leonard Lauder • David Lawrence • Elizabeth Lewis • Joseph Lombardi • Mark Lupke • Alex Lyda • David Macaulay • Guy C. Maitland • Rosalyn McPherson • Bill Miller • John Milligan • Mike Novak • Richard O'Leary • Steve Perry • Tom Rinaldi • Sarah Slater • Alan Stover • Lt Col (Ret) Rhett P. Taylor • Steven Ujifusa • Colin Veitch • Carl Weber • Robert Wilburn • Mary Villalba



The **Preservation and Outreach Intern** will work with Conservancy staff to develop and grow its permanent collection of art, artifacts, and objects. Tasks will include scanning historic documents and photographs and assisting 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. The ideal candidate should have a strong self-starter attitude with a keen attention to detail.
- Working knowledge of Microsoft Word and Excel, and Google Drive. Experience with Adobe Suite: Photoshop, Illustrator, and InDesign would be advantageous.
- 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: This is a paid internship.

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. Cover letters should mention relevant experience and skills, and indicate how those skills and experiences would advance the Conservancy's mission and work. 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.
