



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

PRESERVATION & OUTREACH INTERN

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 the U.S. and current holder of the transatlantic speed record. “America’s Flagship” transported four U.S. presidents, business moguls, movie stars, tourists, artists and authors, and immigrants, and the vessel is one of the sole surviving iconic ocean liners from the golden age of trans-Atlantic travel. The vessel also endures as a unique showcase of mid-century modern art and design.

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 various social media platforms, earned media outreach, digital exhibitions, and partnerships 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 a part-time Preservation & Outreach Intern to be based in its Philadelphia office, in addition to working remotely.

The **Preservation & Outreach Intern** will work with Conservancy staff to develop and disseminate the Conservancy’s permanent collection of art, artifacts, and objects and assist in shipboard museum planning. Tasks will include drafting and editing descriptions of the Conservancy’s collections for digital and print outreach and display, potentially scanning and cataloguing historic documents and photographs, responding to inquiries from Conservancy members and the general public on historic topics, contributing to the Conservancy’s oral history initiative, and drafting blogposts and social media content about the Conservancy’s collections and the history of the *SS United States*. The specific position description will be fine-tuned based on the interests of the applicant and the Conservancy’s evolving needs.

BOARD OF DIRECTORS | Susan Gibbs — *President* • Charles B. Anderson • Kevin Billings • Frank DeGiulio • Robert L. Forbes • David Lawrence • Dan McSweeney • William N. Myhre • Mark B. Perry • Joseph Rota • Thomas Watkins

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Qualifications:

- Ability to work remotely with a personal computer available for use. The ideal candidate should be a “self-starter” and enjoy working independently as part of a team based in various locations.
- 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.
- Ability to generate and contribute to creative and effective problem-solving strategies.

Preference will be given to candidates pursuing a master’s degree in historic preservation or museum studies.

Commitment: 20 hours per week. This is a part-time position and specific hours and schedule are negotiable and flexible. This opportunity can be combined with other part-time work or internship opportunities.

Remuneration: \$15/hour to start.

Start Date and Duration: Prefer a minimum three-month commitment. Potential opportunity for position to extend as a longer-term part-time role.

These positions offer excellent opportunities for professional and personal development with practical, hands-on experience and mentoring. To apply, please send resume and cover letter to positions@ssusc.org with “Preservation & Outreach Intern” in the subject line, no later than by June 18, 2021. 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.