
AMERICAN SONG ARCHIVES



The Hurford Center for the Arts and Humanities' Philly Partner internship offers students the opportunity to learn directly from an extraordinary array of arts and cultural institutions. Depending on the organization's need, the student will be conducting a wide array of tasks from research, writing, social media, curating and beyond.

These internships typically last ten weeks during the summer (June through August). Students receive a \$4000 stipend that covers food, housing, commuting, and living expenses, as well as the summer earnings expectation. Students apply to this program through the Center, and host organizations invite students for interviews and make final offers directly to interns. Decisions can be expected mid-to-late March.

About American Song Archives, Woody Guthrie Center | Bob Dylan Center:

American Song Archives (ASA) manages the Bob Dylan Center and the Woody Guthrie Center in Tulsa, Oklahoma, which are dedicated to preserving and promoting the life and work of these two influential figures in American history. In addition to the archives of Woody Guthrie and Bob Dylan, ASA holds collections on Oscar Brand, Ron Cohen, Cynthia Gooding, Harold Leventhal, Phil Ochs, Tom Paxton, Michael Scully and others.

Project Description:

The 2025 Haverford internship offers an exciting opportunity to work closely with original historical materials in collaboration with the archives and exhibitions team at the Woody Guthrie Center and the Bob Dylan Center. The intern will work directly with unique and rare library and archival items, helping to preserve and make accessible materials for research and exhibition.

The internship will take place virtually during regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, with optional in-person work in Tulsa available.

Potential responsibilities include:

- **Research** – conduct research on people, places, and events among primary source materials in support of greater contextual and descriptive notes in online catalogs and finding aids
- **Writing** – based on self-directed research of primary and secondary sources related to the centers' archival collections and in collaboration with archives and exhibitions staff, develop written content for a variety of potential uses, including online blog posts, exhibitions, and newsletter articles
- **Curation and Exhibition** – assist the archives and exhibitions team with research, planning, curation, design, and installation of exhibits
- **Review of Audiovisual Content** – review digitized audiovisual content from the archives and provide content summaries for use in finding aids, metadata records, exhibitions, blog posts, and newsletter articles

What you will get out of the internship:

- The intern may gain experience in the following areas:
 - Historical research
 - Writing for cultural institutions
 - Archival theory and practice
 - Digital archives
 - Museum curation
 - Archival description
 - Metadata and cataloging
 - Exhibition design and fabrication

Eligibility & Qualifications:

- Interest in history, archives, and museums
- Self-motivated with strong organizational and time management skills
- Ability to work both independently with minimal supervision and collaboratively with a team
- Proficiency with spreadsheets, email, search engines, and web platforms with ability to learn new systems quickly
- Analytical skills with an interest in research and writing
- History coursework and/or previous experience working with primary source materials a plus, but not required

Partnership Application & Selection Process:

- All application materials are due **February 23, 2025**.

- Address your Cover Letter to Stephanie Stewart, Archives Manager, at sstewart@americansongarchives.org and include available dates and times for an interview during March 2025 in the cover letter.

For More Information and Advice:

- Visit bobdylancenter.com and woodyguthriecenter.org for more information.