

To apply for a GPE Fellow position: Submit an updated resume and cover letter to [gsasprofessionaldevelopment@yale.edu](mailto:gsasprofessionaldevelopment@yale.edu) with the subject header “[Name of Fellow position]” by June 25 at 11:59 p.m.

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## **Communications Fellow —Institute for the Preservation of Cultural Heritage**

**Mentor:** Hannah Caputo, IPCH Engagement Manager, Institute for the Preservation of Cultural Heritage

**Fellow Title:** Communications Fellow —Institute for the Preservation of Cultural Heritage

**Organization Name:** Institute for the Preservation of Cultural Heritage

**Organization Website:** <https://ipch.yale.edu/>

### **Organization Description:**

The Institute for the Preservation of Cultural Heritage (IPCH) is dedicated to advancing the field of preservation through art, science, and human connection. Based on Yale’s West Campus, IPCH programming promotes collaborative projects across Yale’s collections and partnerships in the Global South and beyond.

### **GPE Fellow Responsibilities:**

After launching its new website in November 2024, the Institute seeks a graduate fellow to develop and implement communications strategies. Projects may include webpage updates, a social media pilot, understanding audience analytics, and event outreach. This is a hybrid role with in-person planning meetings on a weekly or bi-weekly basis.

Depending on the fellow’s interests and expertise, projects may include:

- Developing a pilot social media calendar and reviewing user engagement metrics
- Writing print and web content on IPCH projects, events, and opportunities happening locally and globally
- Researching webpage updates for past labs and current lab updates at IPCH
- Designing and implementing event programming, especially related to a Collection Studies Center Open House on Yale West Campus
- Assisting with outreach and engagement for IPCH events

### **Desired GPE Fellow Qualifications:**

The successful fellow should have an interest in developing their communications and project management skills. They should be interested in interdisciplinary projects involving art & science and IPCH's mission. The fellow should have excellent written and oral communication skills, attention to detail, and ability to manage time independently/take initiative. They should have familiarity with various social media platforms, experience proofreading, copy-editing, or web-editing, and the ability to think creatively and work collaboratively.

**GPE Fellow Learning Objectives:**

Working alongside IPCH's Engagement Manager, the Communications Fellow will develop their written communications, strategic thinking, and project management skills. The fellow will be able to brainstorm ideas and seek creative solutions. They will also have the opportunity to network during event planning and meet professionals who work in the shared conservation lab and conservation science labs on Yale West Campus.

**Number of Available Positions: 1**