

HISTORIC PRESERVATION INTERNSHIPS

Sponsored by the National Park Service
and the National Council for Preservation Education

Academic Year 2009-2010 Positions Available

September 2009 – May 2010

The National Council for Preservation Education (NCPE), in partnership with the National Park Service (NPS), offers paid internships in Federal cultural resource program offices and in National Parks, to graduate and undergraduate senior students in academic programs in historic preservation and allied fields such as history, archeology, architecture, and museum studies. Positions will be available this academic year at the National Park Service and the Department of the Interior, in Washington, DC and across the country.

APPLICATION DEADLINE: October 26, 2009

Applications and instructions for applying are available
at the following Web sites:

NPS: www.cr.nps.gov/hps/tps/hpit_p.htm

NCPE: www.preservenet.cornell.edu/employ/ncpe.html

See the following pages for a listing of positions,
and check the Web sites for updates on New positions.

**National Council for Preservation Education
Academic Year 2009-2010 Internships
with the
National Park Service
& the Department of the Interior**

The National Park Service and the Department of the Interior will offer internships during the academic year of 2009-2010. This notice covers the period September 2009 – May 2010. A **separate notice** will be distributed in January 2010 for summer 2010 positions. Internships are for ten (10) weeks, at forty (40) hours per week and in Washington, D.C. except where noted. Stipends are issued based on a rate of twelve dollars per hour. The exact starting dates will be determined on a case-by-case basis. For all internships, computer and word processing skills are desirable. To be eligible, you must be currently enrolled in an academic program in historic preservation or an allied field, or very recently graduated (degree received December 2008 or later).

To speed processing of your request and give you a faster review of your application, please scan your materials electronically and email them as a **single** Adobe Acrobat (.pdf) file containing both signed application and transcripts to Michael Tomlan at Cornell University (email: mat4@cornell.edu). If electronic submission is not possible, all application materials should be mailed to the National Council for Preservation Education, Attention: Michael A. Tomlan, 210 West Sibley Hall, Cornell University, Ithaca, New York, 14853-6701. Applications must be received no later than **October 26, 2009**. Please indicate by number the internship(s) in which you are interested.

Please be aware that, unless otherwise noted, **interns are responsible for travel to and housing at the internship location**. This should be kept in mind particularly for those internships in the West. In some cases the supervising office may be able to assist in locating housing but it is ultimately up to the individual accepting the internship to find accommodations.

Also be aware that, due to new Government-wide security requirements, a background check will be required for any position which involves access to Government computers, if you are chosen for that position. This will include providing information about recent housing and employment history. The position supervisor will have more information on requirements and procedures at the time of hiring.

National Park Service Internships

1953. Internship with the Archeology Program (Departmental Consulting Archeologist): Works with the Archeology program as a research assistant on small research projects, organizing and cataloging office records and archives, databases, resource protection, and related projects. May assist in developing materials for archeology training and researching and developing educational materials for archeology outreach. May work on aspects of Web development, including links verification and technical editing. (400 hours).

1954. Internship with the Ethnography Program: Works as a research assistant on small research and writing projects, including web content development. Duties may involve organizing and cataloging ethnographic documentation and archives, contacting NPS researchers in various offices, and database development. Subject area knowledge/interest in climate change, education, civic engagement, as well as research, web, and database skills a plus (400 hours).

1955. Internship with the Park Cultural Resources Program: Provides general and project specific support and research assistance on interdisciplinary projects in the various program areas of the Park Cultural Resources division. Subject area knowledge and skills in at least one cultural resource field (i.e., archeology, ethnography, history, museum management, historic structures, cultural landscapes) are desirable. Familiarity with issues such as climate change, civic engagement, and education a plus (400 hours).

1956. Internship with the Park History Program: Works with the Park History Program primarily as a research assistant on research projects, as well as organizing and cataloging office records and archives, databases, resource protection, and

related projects. Some of the research will be at the National Archives and the Library of Congress. May assist in developing materials for history training and researching and developing educational materials for history outreach. May work on aspects of Web development, including links verification and technical editing (400 hours).

1957/1958. Internship with the National NAGPRA Program: Assists program staff in supplementing information contained in a recently-completed database of over 118,000 Native American human remains listed by museums and Federal agencies as “culturally affiliated” (CA) in their collection inventory. Duties will involve creation of a second database from program records of human remains for which a cultural affiliation with an Indian tribe or Native Hawaiian organization has been determined, to allow more complete examination and comparison of Federal decisions on these remains and other cultural items (400 hours).

1959. Internship with the Cultural Landscapes Program, National Capital Region: Works with and assists historical landscape architects, landscape historians, archeologist and other preservation professionals to complete various Cultural Landscape Inventories and other ongoing cultural landscape projects associated with different National Park sites in the Washington, DC, metropolitan area. Duties include researching the landscape history of a historic property; site visits and field work to document the existing conditions with photographs and maps; analyzing the landscape features; and entering the information into a database. A working knowledge of MS Word and some experience with ArcView and/or CAD is beneficial. Opportunity for all preservation fields with an interest in the study of historic landscapes (vernacular, designed and ethnographic) (400 hours).

1960. Internship with the Historic Preservation Training Center (HPTC): Assists Senior Historical Architect (registered architect) in ongoing historic preservation projects at National Park and National Cemetery units. Duties include field inspection, historic fabric investigation and condition assessments of historic structures and preparation of Historic Structure Assessment Reports. Applicants (architecture students preferred) should be familiar with historic construction methodology and historic preservation philosophy including *The Secretary of the Interior's Standards for the Treatment of Historic Properties*. Experience with field documentation, material assessment and writing skills are a bonus – **please articulate in your application**. Internship may qualify for AIA Student/ NCARB IDP credits. This position requires intermittent travel paid for by HPTC. Applicant must have own laptop. For more information about this year's projects contact Senior Historical Architect Tom Vitanza, RA, AIA at 301/663-8206 x135 or tom_vitanza@nps.gov . Information about the Center may be found at <http://www.nps.gov/training/hptc/index.htm> . Located at HPTC headquarters, Frederick, MD and/or Cuyahoga Valley National Park (Cleveland, OH area) (960 hours).

1961/1962. Internship with Chesapeake & Ohio Canal National Historical Park: Assists the Cultural Resources Program Manager with multiple preservation projects to include updating records on historic buildings, structures and museum objects. May require visits to park sites and researching existing records. Intern will work in independent manner. Open to candidates with a background in history, historic preservation, or archives management. Housing and transportation will be the intern's responsibility. Located in Hagerstown, MD (800 hours).

1963. Internship with the Southeast Regional Office, History, National Register, and National Historic Landmarks Programs: Duties include inventorying History program records; organizing and cataloging program records and archives (park National Register nominations and Determinations of Eligibility; National Historic Landmark nominations; and other documentation); creating finding aids; maintaining and updating program databases; working in the Region's Cultural Resources Library (cataloging new books and other materials using the ProCite database). Also assists in conducting the National Historic Landmark Program's biennial condition monitoring reports. Records and archives management background; knowledge of the National Register of Historic Places and National Historic Landmark programs; strong organizational skills and attention to detail; and digital photography, computer and software skills useful. Help with locating housing may be provided. Located in Atlanta, GA (1000 hours).

1964. Internship with the Southeast Regional Office, List of Classified Structures (LCS) Program: Works with Regional LCS Coordinator in the survey and condition assessment of historic structures throughout the region. Duties include fieldwork in SE parks; documentation; data entry; historical research and writing; applying the National Register criteria in the production of Determinations of Eligibility (DOEs) and National Register nominations; and correspondence with state Historic Preservation Offices throughout the region. Solid background in computer and software skills (Adobe Photoshop, Word) and willingness to travel to and hike in parks desirable. **On-the-job travel costs paid through reimbursement; intern must have ability to pay travel costs up front**. Excellent opportunity for hands-on work in

historic preservation and training in NPS historic resource management. Located in Atlanta, GA with travel to parks in NPS Southeast Region (1000 hours).

1965. Internship with Everglades National Park (Archives Technician): Works with the Museum Curator to organize, arrange, re-house, preserve, catalog in the Automated National Catalog System (ANCS+), produce a finding aid for and provide access to museum archives from five south Florida park units. Will provide training in ANCS+ for cataloging collections. Duties also include evaluating and improving the environmental conditions and preservation of the collection. Museum studies or archives management background preferred, but attention to detail also important. Own transportation required. Will help with locating housing. Located in Homestead, FL (800 hours).

1966. Internship with Everglades National Park (Archives Technician): Works with the Museum Curator to organize, arrange, re-house, preserve, catalog in the Automated National Catalog System (ANCS+), produce a finding aid for and provide access to museum archives from Everglades National Park. Will provide training in ANCS+ for cataloging collections. Duties also include evaluating and improving the environmental conditions and preservation of the collection. Museum studies or archives management background preferred, but attention to detail also important. Own transportation required. Will help with locating housing. Located in Homestead, FL (480 hours).

1967. Internship with Everglades National Park (Museum Technician): Assist with museum collection management for Everglades National Park. Will provide training for Automated National Catalog System (ANCS+) for cataloging collections. Duties include inventory; rehousing map collections, implementing the Archives Collection Condition Survey recommendations; and preventive conservation to meet professional museum storage standards. Museum studies background preferred but attention to detail and a willingness to learn also important. Own transportation required. Will help with locating housing. Located in Homestead, FL (400 hours).

1968. Internship with Everglades National Park (Archives Technician): Works with the archivist to organize, arrange, re-house, preserve, catalog in the Automated National Catalog System (ANCS+), produce a finding aid for and provide access to museum archives from Everglades National Park. Will provide training in ANCS+ for cataloging collections. Duties also include evaluating and improving the environmental conditions and preservation of the collection. Museum studies or archives management background preferred, but attention to detail also important. Own transportation required. Will help with locating housing. Located in Homestead, FL (480 hours).

1969. Internship with Everglades National Park (Museum Technician): Works with collections related to the Native American Graves Protection and Repatriation Act (NAGPRA) for Everglades National Park. Will provide training in the Automated National Catalog System (ANCS+), the NPS museum management software, for cataloging collections. Duties include updating collections data; researching and compiling archival material related to Native American use of the Park; organizing Tribal consultation records; assisting with coordinating Tribal consultation; and other duties as assigned. Museum studies, anthropology, archeology, history or Native American Studies background preferred but attention to detail and a willingness to learn also is important. Own transportation required. Will help with locating housing. Located in Homestead, FL (400 hours).

1970. Internship with the Midwest Regional Office: Assists a team of historians and planners in assessing the eligibility of four cultural resource sites in the Midwest for inclusion in the National Park Service, and contributes to evaluations of national significance according to National Historic Landmark criteria. Duties include researching and analyzing the degree to which historic sites are currently preserved and open to the public. Knowledge of National Register and National Historic Landmark criteria; interest in historic properties; strong organizational skills; ability to work independently; and excellent written communication skills are required. Web skills are a plus. Great opportunity for all preservation fields. Located in Omaha, NE, with up to 2 weeks of travel to sites in Missouri and Arkansas (800 hours).

1971. Internship with the Midwest Archeological Center Park Archeology Program, Grand Portage National Monument: Assists in analyzing 18th and very early 19th century artifacts from Fort Charlotte, a 18th century fur trade fort at the northern end of the portage. Artifacts will be analyzed, documented and cataloged. Also assists MWAC archeologists with recording information about features discovered at the site during 2009 field work and other possible features known from historic documentation. Provides assistance with development of a strategy for future site management. Located in Lincoln, NE (400 hours).

1972. Internship with the Midwest Archeological Center Park Archeology Program, Site Stabilization: Researches archeological sites within five Great Lakes area parks undergoing erosion damage and assists in prioritizing these sites by the severity and rate of damage, site significance, and other factors, as well as helping determine methods to be used in stabilization efforts and calculating the amount of materials needed at each specific site. Located in Lincoln, NE (400 hours).

1973. Internship with the Midwest Archeological Center Park Archeology Program, Hopeton Earthworks Study: Designs and constructs a GIS integrating diverse data for Hopeton and other earthworks sites at Hopewell Culture National Historical Park. Multiple years of investigations have resulted in geophysical data, excavation information, and soils and other studies. All data will be integrated into a computer map and database for future research and interpretation. Located in Lincoln, NE (400 hours).

1974. Internship with the Midwest Archeological Center Park Archeology Program, Apostle Island National Lakeshore: Assists with the integration into existing collections of recently-acquired archives and archeological materials relating to research over the years at the National Lakeshore. Duties will include repackaging and cataloging artifacts and archives as well as other research and preservation-related tasks, including the digitizing of archival slides and site records, and analysis of data from the 2009 field season. Located in Lincoln, NE (800 hours).

1975. Internship with the Midwest Archeological Center Park Archeology Program, Buffalo National River: Works with historic maps and other data to compile historic resources data layer in GIS for Buffalo National River. Recent field work and new publications of historic maps, structures, and government documents has resulted in the need to reconcile already recorded sites at BUFF with those that need to be investigated for archeological resources. Also scans slides and maps for preservation and attaching to database records. Project will result in a data set that can be used by the park for directing future fieldwork and preservation planning. Located in Lincoln, NE (800 hours).

1976. Internship with the Midwest Archeological Center Park Archeology Program, Indiana Dunes National Lakeshore: Assists Midwest Archeological Center staff with ongoing research of the archeology along Lake Michigan's southern shore. Duties will include analyzing and compiling information for Bailly Homestead, an historic trading and residential complex within the park, and may also include development of digital base maps; synthesizing resource data for use in preservation management; digitizing archival slides and site records for preservation management of archeological resources; and collections cataloging. Located in Lincoln, NE (800 hours).

1977. Internship with the Midwest Archeological Center, Outreach and Education: Develops interpretive materials for the public. Duties will include the creation, testing, and implementation of school-age curriculum (for use within the NPS Jr. Ranger program), which will highlight preservation of archeological resources in the National Park System. Other duties involve working closely with archeologists and publications team members to develop educational features for multiple Midwest Region Parks for online and printed formats. Materials to be developed include posters, brochures, and flyers. All materials will be digitally archived to ensure long-term public access. Located in Lincoln, NE (800 hours).

1978. Internship with Grand Teton National Park, Western Center for Historic Preservation: Assists historic preservation specialists and cultural resource specialists with research and fieldwork on park historic architecture. Duties may involve both office and field work, depending on intern's skills and work plans for this year's projects, and will include exposure to hands-on preservation fieldwork on vernacular log structures located at 7,000' elevation. Other activities may include technical writing; historic structures database information collection; conducting historical research; architectural drafting; and onsite investigation work. AutoCAD skills, working knowledge of MS software applications, and digital photography, construction and/or backcountry outdoor skills are a plus. Assistance with finding housing will be provided but is the intern's responsibility. Located in Moose, WY, approximately 10 miles from Jackson Hole (480 Hrs).

Department of the Interior Internships

1979. Internship with the Interior Museum Program, DOI Office of the Secretary (Curatorial Assistant): Assists with projects of the DOI Interior Museum Program and the Interagency Federal Collections Alliance. Activities will include researching and drafting policy guidance documents, drafting summary and briefing reports on DOI museum collections, preparing material for training courses, researching issues on various topics dealing with federal museum property, and updating the Interior Museum Program and Interagency Federal Collections Alliance websites (1000 hours).

1980. Internship with the Interior Museum Program, U.S. Department of the Interior Museum: Works with the Interior Museum staff as a museum technician assisting with museum outreach, research and exhibition development, collections management and registration issues, and related projects. Internship will encompass working with museum visitors and will entail all aspects of professional museum work (800 hours).

1981. Internship with the Interior Museum Program, Bureau of Land Management, Division of Cultural, Paleontological Resources, and Tribal Consultation (Museum Management and NAGPRA Implementation): Assists with activities in the BLM headquarters office that oversees bureau-wide curation and management of museum collections and repatriation policy and implementation. Duties include researching and developing collections and repatriation policy and guidance; assisting with implementation of a museum collections database system; contacting museums and universities that hold bureau museum collections and coordinating analysis of collections information; revising and refreshing the web presence for BLM museum collections and NAGPRA; and other opportunities (800 hours).

1982. Internship with the Interior Museum Program, Bureau of Land Management, Anasazi Heritage Center (Exhibits and Interpretive Media): Duties may include work on the permanent exhibits in the Main Exhibits Gallery; work on traveling loan exhibits; loan tracking, marketing, repairs or enhancements to existing exhibits, and/or development of new exhibit offerings; work on temporary exhibits in the Special Exhibit Gallery; developing and installing a thematic exhibit, while working closely with the AHC Curator and Exhibit Specialist; or creation of outdoor installations or interpretive literature for hikers and other non-museum recreational users for Canyons of the Ancients National Monument. Located in Dolores, CO (480 hours).

1983. Internship with the Interior Museum Program, Bureau of Land Management: Assists the California BLM's State Office work on the curation of vertebrate fossils from BLM lands that are located at the Raymond M. Alf Museum of Paleontology in Claremont, CA. Duties will focus on the curation of vertebrate fossils (particularly collections from the Miocene-aged Barstow Formation of southern California and the Cretaceous-aged Kaiparowits Formation of southern Utah) and may include fossil identification, basic curation and conservation of specimens, and entry of specimens into the museum database. Background in geology and/or paleontology preferred, and applicants should be familiar with Microsoft Office. Located in Claremont, CA (400 hours).