

# HISTORIC PRESERVATION INTERNSHIPS

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

---

## **Summer 2009 Positions Available**

May - August 2009

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 Summer at the National Park Service, the US Naval Academy, the Department of Defense, and the General Services Administration, in Washington, DC and across the country.

## **APPLICATION DEADLINE: February 20, 2009**

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

**NPS:** [www.cr.nps.gov/hps/tps/hpit\\_p.htm](http://www.cr.nps.gov/hps/tps/hpit_p.htm)

**NCPE:** [www.preservenet.cornell.edu/employ/ncpe.html](http://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**  
**2009 Summer Internships**  
**with the**  
**National Park Service, US Naval Academy,**  
**Department of Defense & General Services Administration**

The National Park Service, US Naval Academy, Department of Defense and General Services Administration will offer internships during the Summer of 2009. Internships are for ten (10) weeks, at forty (40) hours per week and in Washington, DC 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 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 **February 20, 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 Federal 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 may include providing information about recent housing and employment history, and those positions may require US citizenship or possession of a valid student visa to complete the check. The position supervisor will have more information on requirements and procedures at the time of hiring.

**National Park Service Internships**

**1900/1901. 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).

**1902. Internship with the National NAGPRA Program** Assists with implementation of the Native American Graves Protection and Repatriation Act (NAGPRA) through guided work and research experiences. Duties include assisting program staff in the review of summaries and inventories submitted by museums and Federal agencies and in the updating of databases of Native American human remains. Intern will also help test newly developed NAGPRA program software. Educational opportunity for students in the fields of Native American Studies, Historic Preservation, or Environmental Law (400 hours).

**1903. Internship with the National Capital Region, Cultural Landscape Program** Works with and assists historical landscape architects, landscape historians, archeologists 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).

**1904. Internship with the National Capital Regional Office Historic Architecture Program** Assists historical architects, landscape historians, archeologists and other preservation professionals to update the LCS (List of Classified Structures) inventories associated with National Park sites in the Washington DC metropolitan area. Duties include researching the architectural history of a historic property; site visits and field work to document existing conditions with photographs; analysis of architectural features; and entering the information into a database (400 hours).

**1905/1906/1907. 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**. This internship may qualify for AIA Student/ NCARB IDP credits. Applicant should be willing to travel throughout the metro Washington DC area (MD, VA, WV, DC) and possibly further. For more information about this summer'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) (400-480 hours).

**1908. Internship with the Southeast Regional Office, National Historic Landmarks Program** Assists the National Historic Landmarks (NHL) Program Manager for the Southeast Region by responding to requests for NHL Program information including reference and research inquiries; reviewing and evaluating Landmark nomination documentation; entering and updating NHL databases and other records management duties; evaluating the region's NHL photo collection; and related projects. Knowledge of National Register of Historic Places criteria, nominations, and documentation standards; interest in historic properties; strong organizational skills; and ability to work independently are required. Computer database, Excel, GIS, and digital photography skills are a plus. Help with locating housing may be provided. Located in Atlanta, GA (400 hours).

**1909. Internship with the Southeast Regional Office, Cultural Resources Division – History, National Register, National Historic Landmarks, and HABS/HAER 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); inventorying the NHL photo collection and converting selected photos and slides to digital images; and working as a research assistant to History program historians, architectural historians, and archeologists for reference and research inquiries and small research projects. Useful knowledge and skills include a records and archives management background; strong organizational skills and attention to detail; and digital photography; computer and software skills (Excel, PhotoShop, Geographic Information Systems (GIS)). Help with locating housing may be provided. Located in Atlanta, GA (400 hours).

**1910/1911/1912/1913. 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. Help with locating housing may be provided. Located in Homestead, FL (480 hours).

**1914. 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. Help with locating housing may be provided. Located in Homestead, FL (800 hours).

**1915. Internship with Everglades National Park (Museum Technician)** Assists with museum collection management for Everglades National Park. Will provide training for Automated National Catalog System (ANCS+), the NPS museum management software, for cataloging collections. Duties include inventory; re-housing 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. Help with locating housing may be provided. Located in Homestead, FL (400 hours).

**1916. Internship with Everglades National Park (Museum Technician)** Catalogs museum objects, specimens, and archives for Dry Tortugas National Park. Will provide training for Automated National Catalog System (ANCS+), the NPS museum management software, for cataloging collections. Duties include cataloging archeology, history, natural science, and archive materials and preventive conservation to meet professional museum storage standards. Museum studies background preferred but attention to detail and a willingness to learn also important. Help with locating housing may be provided. Located in Homestead, FL (400 hours).

**1917. 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. Help with locating housing may be provided. Located in Homestead, FL (400 hours).

**1918. Internship with Chickasaw National Recreation Area, Facility Management Division** Assists Landscape Architect and Facility Manager with the design of cultural landscape treatment projects defined in the Cultural Landscape Report. Work may include measuring, photographing, researching, documenting cultural landscape components, information collection, historic research, drafting architectural plans, writing specifications, cost estimating, grant writing, and other on-site investigation work. Useful knowledge and skills include a landscape architecture background, training in historic preservation and construction experience. Intern will be provided a laptop or desktop computer with network access to the Internet, email, Word, Excel, PowerPoint and a CAD program. Knowledge of these programs is necessary to complete work. Applicants should be in excellent physical condition, may expect to work at elevations between 1,000' and 2,500' and should expect to hike moderate distances over rough terrain with day packs and light equipment. Located in Sulphur, OK (480 hours).

**1919/1920. Internship with the Midwest Regional Office, Cultural Landscapes Inventory (CLI) and List of Classified Structures (LCS) Program** Working with historical architects and landscape architects, performs limited historical research to support section 110 inventory and National Register documentation (Determinations of Eligibility and Ineligibility) for sites located within the National Park Service Midwest Region. Strong computer and software skills are essential. Slight possibility of limited travel – cost for this travel will be paid by the NPS. Located in Omaha, NE (400 hours).

**1921. Internship with the Midwest Regional Office History and National Register Program** Working with regional office, park staff and community leaders, the intern will assist in the development of Web-based travel itineraries for NPS units. Strong writing abilities desirable. Located in Omaha, NE (400 hours).

**1922. Internship with the Midwest Regional Office External Cultural Resources Program** Working with an enthusiastic National Register Programs staff, the intern will be involved in production of a National Historic Landmarks (NHLs) newsletter; monitoring and assessing the condition of NHLs; assist in planning and undertaking of an NHL workshop; and reviewing HABS/HAER documentation. Intern will work with some independence following initial orientation. Knowledge of the National Register nomination process, strong organizational skills and interest in historic properties desirable. Located in Omaha, NE (400 hours).

**1923. Internship with Grand Teton National Park, Western Center for Historic Preservation** Assists park historic preservation team with this year's field projects on National Register structures, with opportunities for developing techniques in historic fabric repair and conservation. Duties may involve both office and field work, depending on intern's skills and planning requirements of the preservation program, and will include exposure to hands-on treatment of historic structures and preservation practices as they apply to the carpentry, masonry, and woodshop trades, as well as field and shop work on vernacular log structures and their components including windows/doors/trim/and foundations. Other activities may include technical writing; historic structures database information collection; conducting historical research; architectural drafting; and onsite investigation work. Construction, wood crafting, AutoCAD, computer and/or backcountry outdoor skills are a plus. Help with locating housing may be provided. Located in Moose, WY, approximately 10 miles from Jackson Hole, but may have field assignments anywhere in the park (480 hours).

**1924. 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. Help with locating housing may be provided. Located in Moose, WY, approximately 10 miles from Jackson Hole (480 Hrs).

**1925/1926. Internship with Yosemite National Park, Heritage Structures Preservation Team and Cultural Resources Division** Assists park historic preservation team with this year's field projects on National Register structures, with opportunities for developing techniques in historic fabric repair and conservation. Duties may involve both office and field work, depending on intern's skills and planning requirements of the preservation program, and will include exposure to hands-on treatment of historic structures and preservation practices as they apply to the carpentry and masonry trades, on structures ranging from vernacular log cabins to rustic and Victorian architecture. Other activities may include technical writing; developing treatment plans; historic structures database information collection; conducting historical research; architectural drafting; and onsite investigation work. Construction, AutoCAD, computer and/or backcountry outdoor skills are a plus. Located in El Portal, CA at the park's west entrance but may have field assignments anywhere in the park (400 hours).

**1927. Internship with Yosemite National Park, Branch of History, Architecture and Landscapes (HAL)** Assists Historical Architect, Historical Landscape Architect and park Historian with inventory, documenting, and evaluating National Register structures, cultural landscapes, and historic park studies. Duties may involve both office and field work, depending on intern's skills and ongoing projects undertaken by the HAL program, and may include measuring and photographing historic buildings; researching and documenting cultural landscapes; historic structures database information collection and data entry; conducting historical research; architectural drafting; onsite investigation; and crossover duties with the park's Heritage Preservation Team for hands-on preservation work. Useful knowledge and skills include solid training in historic preservation, an architecture/landscape architecture background, construction skills, and experience with AutoCAD and geographic positioning using Global Positioning System equipment and ArcView. Applicants should expect to work at elevations between 2,000' and 8,000', and may hike long distances over rough terrain with day packs and equipment. Located in El Portal, CA at the park's west entrance but may have field assignments anywhere in the park (480 hours).

**1928. Internship with Whiskeytown National Recreation Area, Klamath Network, California Parks, Fire**

**Archeology Program** Assists with project-related record searches, conducting archeological field surveys and recording archeological sites, preparing final site forms, and archiving project materials. Applicant must be able to work in rugged field conditions since the position involves some long days hiking over uneven and brushy terrain under sometimes adverse weather conditions. Some overnight travel for field projects at other parks may be required. Applicant should have an academic background in archeology/anthropology or history with interests in historic preservation, be detail oriented, and have good written communication skills and the ability to perform a variety of tasks independently. Housing available at reasonable cost at Whiskeytown NRA. For more information contact Joseph Svinarich, Archeologist, Fire Program, Tel 530-242-3458, email [joe\\_svinarich@nps.gov](mailto:joe_svinarich@nps.gov), P.O. Box 188, Whiskeytown, CA 96095. Located at Whiskeytown NRA, about 8 mi. west of Redding, CA, with field work planned for Crater Lake and Redwood National Parks and possibly also at Lava Beds National Monument and Lassen Volcanic National Park (720 hours).

**US Naval Academy Internships**

**1929. Internship with the US Naval Academy** Assists the planning and cultural resources departments by working with the GIS manager to add historic attribute tables for USNA buildings in our GIS database. Open to graduate students with knowledge of/experience in the Federal National Register/National Landmark programs and extremely strong GIS skills. No others considered. Must also know PowerPoint. Intern will be expected to work in a very independent manner. Three references required; one must verify intern's GIS capability. Federal military environment, National Historic Landmark. Intern will be given fantastic networking opportunities and will complete resume-enhancing work product. For more information contact Lou Ann J. Broad, [broad@usna.edu](mailto:broad@usna.edu) or 410-293-1285 (400 hours).

**1930. Internship with the US Naval Academy** Reviews existing information and infills gaps to complete a project titled "Building Profiles" featuring information on all USNA buildings, function, namesake, and architect. Desired goal is to review, proof-read, and edit current project and sharpen any outstanding graphic design or research information. Duties will include gathering information regarding printing and framing profiles in poster size; working with USNA Public Affairs office to write an article, or series, regarding the Building profiles for the USNA newspaper and other publications; and assisting staff in arranging a ceremony for installation of the profiles in USNA buildings. Project sample is available for review by candidates chosen for interview. Extremely strong writing ability, capability with archival and Internet research methods, and knowledge of graphics and MS Office programs mandatory. Knowledge of architectural history and military or naval history a real plus for this assignment. Federal military environment, National Historic Landmark. Intern will be given fantastic networking opportunities and will complete a work product that will be resume enhancing. Two references required. For more information contact Lou Ann J. Broad, [broad@usna.edu](mailto:broad@usna.edu) or 410-293-1285 (400 hours).

**1931. Internship with the US Naval Academy** Assists the planning and cultural resources department to compile and organize archeological information based on research at the Maryland Historical Trust (State Historic Preservation Office) Library. Duties include completing a bibliography of all known archeological reports; preparing information for continuing curation agreement; and setting up a template for Navy Datacalls of information. Opportunities available to assist with dig permit review and gain experience in Section 106 interaction between agency and SHPO. Open to student with knowledge of Federal preservation programs, archeological field techniques and prior experience writing archeological reports. Knowledge of MS Office, Power Point and Web capabilities important. Intern will work in a highly independent manner. Federal military environment, National Historic Landmark. Intern will be given fantastic networking opportunities and will complete true work products that will be resume enhancing. Two references required. For more information contact Lou Ann J. Broad, [broad@usna.edu](mailto:broad@usna.edu) or 410-293-1285 (400 hours).

**1932. Internship with the US Naval Academy** Assists the Cultural Resources Manager with multiple preservation projects to include updating records on historic buildings and archeological sites. May require visits to sites on base and researching existing records. Open to student with preservation/archeological background and knowledge of MS Office. Intern will work in independent manner. Two references required. For more information contact Bill Fini,

[William.fini@navy.mil](mailto:William.fini@navy.mil), 301 744-2159. Located at the Naval Support Facility, Indian Head, MD, about 15 miles south of Washington, DC (400 hours).

**1933. Internship with the US Naval Academy** Develops historical mitigation packages as outlined by the State Historical Preservation Office (SHPO) for buildings scheduled for demolition. Duties will include photographing buildings and documenting existing building record drawings; they may also include researching and documenting building function and use and writing a history of the building. Open to student with architecture interest, computer skills, and proven photographic abilities: intern must enjoy and be competent in taking photographs. Intern will work in a highly independent manner. Two references required. For more information contact Bill Fini, [William.fini@navy.mil](mailto:William.fini@navy.mil), 301 744-2159 Located at the Naval Support Facility, Indian Head, MD, about 15 miles south of Washington, DC (400 hours).

### **Department of Defense Internships**

**1934. Internship with the Department of Defense (DoD) Federal Preservation Office (DoD Cultural Resources Bibliography)** Assists the Deputy Federal Preservation Officer (DFPO) with organization and analysis of bibliographic references related to military cultural resources management, to establish a baseline bibliography of materials and information to support the management goals and objectives for DoD historic properties. This is the second year of this position. Working with the DoD Legacy Resource Management Program staff and others from the Office of the Secretary of Defense (OSD) and the Military Services, tasks include collecting, cataloging and analyzing DoD Legacy Program cultural resources information and compiling an analysis document that presents all collected information and outlines possible data gaps and inaccuracies. This will assist OSD, the Military Services and the Legacy Program with improving their cultural resources management programs. Intern will also be included in meetings with historic preservation professionals from the Military Services and other Federal agencies, including a week-long conference outside the DC metro area in mid-August 2009. Costs of any required travel (up to one week) will be reimbursed. Familiarity with all types of historic properties preferred. Strong organizational skills and the ability to work unsupervised required. Demonstrated ability with databases and/or a background in library science is a strong plus (NOTE: due to Pentagon requirements, only applicants currently enrolled in school at least half-time (current semester and next semester) will be considered for this position. Recent graduates with no follow-on enrollment plans will not be considered). Located near the Pentagon in Arlington, VA, accessible by public transportation (480 hours, including one paid week of travel).

**1935. Internship with the Department of Defense (DoD) Federal Preservation Office (Overseas Cultural Resources Compliance Research)** Assists the Deputy Federal Preservation Officer (DFPO) with research and organization of information pertaining to Section 402 (1980 Amendments) of the National Historic Preservation Act (NHPA) and the 1954 Hague Convention for the Protection of Cultural Property in the Event of Armed Conflict (Hague Convention). The project goal is to provide the DoD DFPO with summary information pertaining to these legal obligations in order to inform the overall DoD cultural resources program. Working with the DoD DFPO and others from the Office of the Secretary of Defense and the Military Services, and possibly with the Advisory Council on Historic Preservation (ACHP) and the US Committee of the International Council on Monuments and Sites (US/ICOMOS), duties will include collecting information relevant to cultural resources management under Section 402 of NHPA and the Hague Convention, augmented as appropriate through interviews with relevant staff at DoD, the ACHP, and US/ICOMOS. Intern will also be included in meetings with historic preservation professionals from the Military Services and other Federal agencies, including a week-long conference outside the DC metro area in mid-August 2009. Costs of any required travel (up to one week) will be reimbursed. Familiarity with domestic and international historic preservation law is preferred. Strong organizational and communication skills and the ability to work unsupervised are required. Demonstrated ability with interviewing a strong plus (NOTE: due to Pentagon requirements, only applicants currently enrolled in school at least half-time (current semester and next semester) will be considered for this position. Recent graduates with no follow-on enrollment plans will not be considered). Located near the Pentagon in Arlington, VA, accessible by public transportation (480 hours, including one paid week of travel).

**1936. Internship with the Department of Defense (DoD) Federal Preservation Office (Education and Outreach Materials)** Assists the Deputy Federal Preservation Officer (DFPO) with expansion and improvement of existing educational and outreach materials covering DoD's portfolio of historic properties. The project goal is to revise products produced in 2004 as part of the "DoD Preserving American Heritage Project." Working with the DoD DFPO and others from the Office of the Secretary of Defense and the Military Services, duties will include reviewing existing information, verifying its accuracy, and recommending and implementing changes to existing materials which include maps, guidebooks, and a Web site dedicated to informing the public about military cultural heritage. Intern will also be included in meetings with historic preservation professionals from the Military Services and other Federal agencies, including a week-long conference outside the DC metro area in mid-August 2009. Costs of any required travel (up to one week) will be reimbursed. Familiarity with all types of historic properties is preferred. Strong organizational and communication skills and the ability to work unsupervised are required. Demonstrated ability with software programs and Web development a very strong plus (NOTE: due to Pentagon requirements, only applicants currently enrolled in school at least half-time (current semester and next semester) will be considered for this position. Recent graduates with no follow-on enrollment plans will not be considered). Located near the Pentagon in Arlington, VA, accessible by public transportation (480 hours, including one paid week of travel).

### **General Services Administration Internships**

**1937/1938. Internship with the General Services Administration (Fine Arts Program Assistant)** Researches and develops interpretive information on historic buildings, artists, and works of art installed in Federal buildings nationwide. Information may be in the form of plaques, brochures, or other publications. Creates computer images of artwork utilizing digitizing/scanning and computer graphics equipment. Maintains automated databases and archives of fine arts installed in GSA's historic and contemporary buildings. Assists in the research, inventory, and cataloging of Federally-owned artwork in non-Federal repositories nationwide. Prepares comprehensive checklist/catalog of artwork from the WPA period (1933-1943) (400 hours).

**1939/1940. Internship with the General Services Administration (Historic Preservation Specialist)** Assists the Historic Buildings Program Manager and staff in coordinating activities and initiatives to maintain the functionality, integrity, and economic viability of 480 public buildings controlled by GSA and to increase GSA leasing of historic buildings and reuse of historic buildings on sites the Government acquires for new construction. Conducts research, prepares educational material on GSA's historic buildings, and provides guidance and support to GSA headquarters and regional staff. Also coordinates with preservation specialists in educational, non-profit, and public institutions outside GSA to respond to requests for assistance. Advanced professional-level research and writing skills required, to prepare historic building brochure copy with minimal supervision. Knowledge of architectural terminology and historic preservation theory and practice essential; experience with software programs for digital image manipulation helpful. Writing sample(s) required; please submit with application (400 hours).