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

**Academic Year 2015-2016 Positions Available**

January – May 2016

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 and recent graduates in academic programs in historic preservation and allied fields such as history, archaeology, architecture, and museum studies. Positions will be available this academic year at the National Park Service, the Department of the Interior, and the General Services Administration, in Washington, DC and across the country.

**APPLICATION DEADLINE:** October 23, 2015

Applications and instructions for applying will be available at the following websites:

**NPS:** [www.nps.gov/tps/education/internships.htm](http://www.nps.gov/tps/education/internships.htm)
**NCPE:** [www.preservenet.cornell.edu/employ/ncpe.php](http://www.preservenet.cornell.edu/employ/ncpe.php)

See the following pages for a listing of positions, and check the websites for updates on New positions.
The National Park Service and partnering agencies will offer internships during the academic year of 2015-2016. This notice covers the period January – May 2016. A separate notice will be distributed in January 2016 for summer 2016 positions. Internships are for 400 hours (usually ten weeks at forty 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.

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 August 2014 or later). Interns are not eligible to work more than 1200 hours in this program; previous interns in the program must stay within this overall limit.

To submit your application, please scan your materials electronically and email them as a single Adobe Acrobat (.pdf) file containing both signed application and transcripts to Cari Goetcheus at the University of Georgia (email: cgoetch@uga.edu). Please adhere to the single .pdf format requirement; processing of your application will be delayed if materials are not received in this form. Name the file with your name in this format: Lastname_Firstname_NCPE_Acad1516. Due to the large number of applications received, please strive to keep files under 3 MB; any files over 3 MB should be submitted in a compressed file format to make transmittal easier.

Submitting hard copies is discouraged as it will also delay application processing, but if electronic submission is not possible, all application materials should be mailed to the National Council for Preservation Education, Attention: Cari Goetcheus, Associate Professor, University of Georgia, College of Environment and Design, 108 Denmark Hall, Athens, GA 30602. Applications must be received no later than October 23, 2015. Please indicate by number the internship(s) in which you are interested, no more than six total (multiple numbers heading a single description count as one choice).

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 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

Washington, DC area

2603. Archeology Program: Supports archeology outreach and education objectives. Possible duties include assisting with the Urban Archeology Corps youth work program; developing curricula for classroom use, teacher guides, and evaluation systems; developing content for the Program's website; coordinating a review
process with teachers and other educators; coordinating Junior Ranger mailings; and assisting with Centennial activities (400 hours).

2604. Archeology Program: Assists with coordination of the National Park Service Archeological Sites Management Information System (ASMIS). Duties include using ASMIS and other data sets to conduct analysis on the state of the National Park System and preparing, under the direction of the National ASMIS coordinator, a report on the state of the ASMIS system (400 hours).

2605. Archeology Program: Assists with support of the Linking Hispanic Heritage Through Archeology Program. Duties include assisting with recruiting, curriculum development, program planning, site visits, and student interaction (400 hours).

2606. Archeology Program: Assists with a new initiative between the Archeology Program and NPS Investigative Services Branch law enforcement personnel, involving enforcing resource protection laws. This will include more closely examining Archeological Resources Protection Act (ARPA) violations, looking at looting incidents, the link between NHPA Section 106 and ARPA, and training for ARPA damage assessments and reports. Duties include assisting in pulling together data, laws, and regulations for this new initiative (400 hours).

2607. Cultural Resources Stewardship and Science: Assists the Cultural Resources Directorate in conducting activities to celebrate NPS accomplishments as it reaches its 100th birthday. Duties include assisting with the coordination of centennial communications, including social media and print publications (400 hours).

2608. American Battlefield Protection Program: Assists with program activities including grant application review and technical assistance. Duties may include initial review of grant applications and projects, including related materials required for grant tracking such as National Register nominations and preservation plans; conducting research; providing program assistance to the public and other interested parties; and other duties as assigned (400 hours).

2609. Cultural Resources Education: Working with National Park Service staff, assists in producing Teaching with Historic Places (TwHP) classroom lesson plans and other materials on the NPS website (see http://www.nps.gov/nr/twhp/ for more information). Duties include developing history education and other history content; conducting historical research; editing; identifying copyright; carrying out other Cultural Resources outreach and education work; and promoting NPS programs and products via the Web. Knowledge of historic preservation, American history and archeology, secondary education, social studies education, history education, public history, or having training in a related field is desirable, as is experience in social media messaging and possessing good writing and research skills (400 hours).

2610/2611. Cultural Resources Outreach: Working with National Park Service staff, assists with outreach and education efforts related to diversity and inclusion, including outreach efforts for the NPS Heritage Initiatives on American Latinos, Asian American Pacific Islanders, Women, and LGBTQ. Duties include undertaking small research projects intended to interpret diverse history to tell all Americans' stories, writing material aimed at general audiences suitable for digital media, including internet and social media; and assisting with digital media. Helpful skills include demonstrated research and writing ability, image editing, web, and social media skills (400 hours).

2612. Park Cultural Resources Program: Assists a team working on the integration of cultural resources into conservation and historic preservation planning at broad (regional) spatial scales appropriate for use by Landscape Conservation Cooperatives, focusing on cultural resources and conservation planning in Pennsylvania, a collaboration between NPS and Pennsylvania State University. Duties involve collecting data on cultural resources for supporting documentation in a comprehensive report to be used for conservation planning, applicable beyond conditions in Pennsylvania. The specific nature of the work involved will depend
in part on the interests and expertise of the intern. Background required in at least one of the following: historic preservation, history, cultural anthropology, archeology, landscape architecture, planning, GIS, or other related fields (400 hours).

2613. Park Cultural Resources Program, History Program: Works on a variety of research and outreach projects, on topics including Civil War to Civil Rights, maritime history, and the history of the NPS itself. Duties may include conducting research for individual National Park Service units and programs; developing online history training by finding multimedia sources and reviewing lesson plans; creating content for Park History website and social media; helping staff create an online oral history course; and helping to process oral history interviews. Students with a major or concentration in history, public history, American studies, or anthropology are particularly well suited for the program (400 hours).

2614. National NAGPRA Program: Working with Program staff, assists with the various databases maintained by the National NAGPRA office, including the Culturally Unidentifiable Native American Inventories Database as mandated by the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA), the Culturally Affiliated Native American Inventories Database, and the Summaries Database. Duties include review of inventories and summaries previously submitted by museums and Federal agencies; data entry; and cross-checking of electronic records. Other duties may include providing assistance with Federal Register notice processing; digitizing records; and organizing information from the databases for various reports. Knowledge of or an interest in Native American issues and anthropology or archeology desirable. Good organizational and time management skills required, as well as proficiency with Office software, including Excel, Word, and Power Point, and experience with online databases and data collection methods. Experience with SQL and Access a plus (400 hours).

2615. State, Tribal, and Local Plans & Grants (STLPG): Works with the National Park Service’s Emergency Supplemental Historic Preservation Fund Hurricane Sandy grant program to conduct a nationwide survey contacting federal, state, and local entities regarding cultural resource integration into the state and local hazard mitigation plans used during disaster response and recovery. This survey data will be compiled, analyzed, presented, and distributed in an ongoing effort to share nationwide models on how cultural resources can be effectively considered during and after a Federally declared disaster. Strong research, writing, and communication skills required; cultural resource and/or disaster response/recovery background preferred (400 hours).

2616. State, Tribal, and Local Plans & Grants (STLPG), Preserve America/Save America’s Treasures Program: Assists in assessing the impact of these two grant programs as they approach their final years of funded projects. Preserve America (PA), a planning grant program funded from 2005 to 2009, assisted preservation and heritage tourism efforts all over the country. Save America’s Treasures (SAT), funded from 1999 to 2010, was a bricks and mortar grant program that has performed work on many of the most significant landmarks in our country and has an active partnership with the America Architecture Foundation to tell the stories of those very significant projects. Duties include gathering necessary data to make observations through the study of the grant files, interviews with grantees and staff, and assessing monetary data and accomplishments, to result in an interactive (web based) report that would provide metrics on both programs and show their successes and weaknesses, as well as demonstrating if there is a need for future funding sources like these. Background in preservation appreciated but not required. Understanding of economics, statistical analysis skills, and ability to synthesize information would benefit the project (400 hours).

2617. State, Tribal, Local Plans and Grants (STLPG), Records Management: Works directly with NPS staff locally and off-site to investigate various alternatives required for the proper storage and retention of existing record collections, as identified within the draft NPS/STLPG Records Retention Policy. Duties include developing recommendations for digitization of records, plans and specifications and other work products of the Save America’s Treasures and Preserve America grant programs, Certified Local Government, and other State programs funded through the Historic Preservation Fund. Also interacts with the NPS Records Management,
Historic Preservation Division Staff and the NAGPRA (Native American Graves Protection and Repatriation Act) Staff in an effort to fully evaluate existing and future record retention needs. Duties involve working directly with NPS staff locally and off-site to investigate and implement alternate storage and retention of the existing collection, as identified within the draft NPS Records Retention Policy. Project may involve lifting files and plans weighing more than 20 pounds. Understanding of archival and records management preferred (400 hours).

2618. **Museum Management Program:** Assists in updating policies, procedures and technical guidance for preserving and protecting NPS museum collections for park staff located in over 360 parks and centers throughout the USA. The guidance is published in the NPS Museum Handbook, Part I, Museum Collections and the NPS Conserve O Gram Technical Leaflet Series [www.nps.gov/museum]. Experience in and knowledge of best practices in museum collections care required, as well as excellent writing and editing skills (1200 hours).

2619. **Museum Management Program:** Assists in developing virtual museum exhibits and other educational products that are made available to the public at [www.nps.gov/museum](http://www.nps.gov/museum). Duties include preparing park object catalog information using Microsoft Excel, and writing and editing object captions and exhibit thematic narratives. Knowledge of museum exhibit development required, as well as excellent writing, editing and Excel skills. Experience with Adobe Photoshop highly recommended (1200 hours).

2620/2621. **National Capital Regional Office, Archeology Program:** Assists the Regional Archeology Program in daily tasks including, but not limited to, assisting with data collection for the Archeological Sites Management Inventory System (ASMIS) database maintenance (populating required fields, entering and updating records, field condition assessments), as well as digitizing archeological slides and site reports to ensure long-term preservation. Other duties may include archeological, Phase I surveys or site condition assessments of existing sites in NCR, and assisting in the RAP laboratory and with public outreach. General knowledge of prehistoric and historic artifacts of the Middle Atlantic Region required. Located at the NPS, NCR Museum Resource Center, Archeology Laboratory, Landover, MD (400 hours).

2622. **National Capital Regional Office, Anthropology Program (Oral History Intern):** Assists the Regional Cultural Anthropologist with processing the backlog of oral history projects in multiple parks in the National Capital Region. Duties include working directly with park museum and resource management staff to collect oral history media and information; pack and send to the transcription contractor; track the completion of the transcriptions; and review/process the completed transcripts. Processing will include matching existing consent forms with individual oral histories, or contacting narrators or their families to seek consent for public use where necessary. Parks participating in the project include Catoctin Mountain Park, Harpers Ferry National Historical Park, National Mall and Memorial Parks, and National Capital Parks-East. The project will also include the development of public interpretive products (such as NPS websites) from the oral history resources. Skills in Adobe Photoshop, Illustrator, and InDesign beneficial (400 hours).

2623. **National Capital Regional Office, Cultural Landscapes Program:** Works with and assists historians, historical landscape architects and other preservation professionals to complete various Cultural Landscape Inventories associated for a variety of National Park sites in the Washington, DC metropolitan area (DC, MD, VA, and WV). Duties include researching the landscape history of a historic property; site visits and field work to document existing conditions with photographs and maps; analyzing landscape features; and entering information into a database. Knowledge of cultural landscapes, landscape architecture, and the National Register criteria preferred. Strong computer, research, and writing skills essential; working knowledge of graphics programs and GIS (Adobe Photoshop & Illustrator, AutoCAD, and ArcGIS) beneficial. (400 hours)

2624. **National Capital Regional Office, Historic Architecture Program:** Works with and assists the regional historical architect to identify, inventory and evaluate National Park Service owned historic structures
in National Park sites. Assists with completing Historic Structures Reports and other documents. Duties include researching the history of historic properties; site visits to document existing condition of listed structures with photographs, entering information into the national inventory database, and performing treatments and documenting treatments with photographs and reports. Knowledge of historic architecture, architecture, and conservation treatments preferred; experience with the Secretary of the Interior’s Standards for Historic Properties beneficial. Strong computer, research, and writing skills essential; working knowledge of graphics programs (Adobe Photoshop & InDesign and/or CAD) beneficial (400 hours).

2625. National Capital Regional Office, History Program: Works with the Regional Historian on a variety of projects, including National Register nominations, National Historic Landmarks, Special History Studies, Historic Resource Studies, and general park history issues, associated with different National Park Service sites in the Washington, DC, metropolitan area and elsewhere in the National Capital Region of the NPS. Duties include researching historic resources; possible site visits and field work to document the resources through descriptions, photographs, and maps; preparation of National Register Nomination documentation; and assisting with other studies submitted to the History Program. Working knowledge of American History, and some experience with the National Register of Historic Places and the Secretary of the Interior’s Standards for Rehabilitation, beneficial. Opportunity for historians with an interest in American history, and for all preservation fields, with a focus on NPS sites, public history, historic preservation, and the built environment (400 hours).

2626/2627/2728. National Capital Regional Office, Museum Resource Center: Works with Center staff as a museum technician, assisting with museum outreach, research, accessioning, processing, cataloging and preparing museum collections, for long-term curatorial storage. Intern will be exposed to all aspects of professional museum work, with the opportunity to work with a wide variety of museum collections housed at the Center, ranging from historic furnishings, natural history collections, archival documents, historic photographs, and archeological collections. These collections come from the various historic homes and sites that the National Park Service administers throughout the region, including Fords Theatre National Historical Site; Frederick Douglass National Historical Site; Arlington House, the Robert E. Lee Memorial; and the Vietnam Veterans Memorial Collection. Opportunity to be part of the team of museum professionals responsible for the operations of a large federal repository. Located in Landover, MD a close in suburb of Washington, DC with easy access to the Metro System (400 hours).

2629/2630. National Capital Regional Office, Cultural Resource Condition Summary Reports Research Assistant: Works with NCR cultural resources staff to prepare Cultural Resource Condition Summary reports for individual park units, which provide the National Park Service a summary of baseline documentation to assist in reporting the status of cultural resources to the public. Duties include learning to navigate the National Park Service’s cultural resource databases for archeological resources, cultural landscapes, and historic structures and gather information that will provide a comprehensive overview for the diverse parks located in the Washington, DC metropolitan area (DC, MD, VA and WV) related to our existing knowledge of the cultural resource (research), whether any cultural resource inventories have been completed for the park (database culling), and what cultural resource documentation is available (National Register nomination, professional reports, etc.). Excellent research and organization skills required (400 hours).

2631. Antietam National Battlefield: Works with the Resource Management Division at Antietam National Battlefield. Duties include performing condition assessments of historic and non-historic park structures; documenting the existing condition of structures with photographs; writing descriptions of work for development of funding requests and project scopes of work; preparation of funding requests; may lead volunteers in hands-on preservation activities and work with park staff performing treatments on monuments. Knowledge of historic architecture, architecture, conservation treatments preferred; experience with the Secretary of the Interior’s Standards for Historic Properties beneficial; strong computer, research and writing skills essential. Located in Sharpsburg, MD (480 hours).
**2685/2686. Technical Preservation Services:** Positions will involve one or both of the following sets of duties, dependent upon the successful candidates’ skills, abilities and interests:

- Assists with activities in support of new or revised Technical Preservation Services publications and Web-based information including the Preservation Briefs and Interpreting the Standards (ITS) series, and the four sets of Guidelines related to the Secretary of the Interior’s Treatment Standards. Duties include assisting in researching, identifying and collecting illustrations and graphics, and undertaking literature reviews and collecting research on relevant preservation topics. To see the range of TPS publications and other guidance material go to our website at [http://www.nps.gov/tps/](http://www.nps.gov/tps/); much of the information is under the Standards and the How to Preserve tabs.

- Assists with the development and implementation of a database of scanned images of historic properties and historic preservation projects and treatments, drawn largely from ongoing or completed rehabilitation projects reviewed by the Tax Incentives Program of NPS. Duties include scanning images and entering thorough descriptions and metadata for each image file, contacting image owners for permission to publish when necessary, and ensuring that the information attached to each image meets all Federal requirements for future web or print publications.

In addition, both positions will assist, as needed, with the administration of the Federal Historic Tax Incentives Program, primarily involving cross-referencing data with the National Register of Historic Places. Other duties include organization and maintenance of an office library collection containing books and other materials on technical preservation topics. Strong organizational skills and an ability to work independently with minimal supervision required. For publications duties, strong research skills required, educational or professional experience in historic preservation or a related field highly desirable. For database duties, experience with database management and/or with image management software such as Adobe Photoshop and/or Adobe Fireworks desirable. Some background or experience in library collections management useful (400 hours).

**Northeast Region**

**2632. Northeast Regional Office, History Program:** Works with the Regional Historian and National Register Historian on National Register of Historic Places nominations as well as related documentation projects such as Determinations of Eligibility, and Cultural Landscape Inventories for parks in the Northeast Region of the National Park Service. Duties include researching historic resources; possible site visits and field work to document resources through descriptions, photographs, and maps; and preparation of official correspondence and packages for National Register Nomination documentation. May also prepare brief, interpretive materials for recently completed National Register documentation. Working knowledge of American History and some experience with the National Register of Historic Places and the Secretary of the Interior's Standards for Rehabilitation beneficial, as is working knowledge of graphics programs (Adobe Photoshop & InDesign). Opportunity for candidates with an interest in American history, historic preservation, public history, with a focus on NPS sites. Located in Boston, MA (800 hours).

**2633. Northeast Regional Office, History Program, Records Management:** Works with History Program staff to incorporate records (specifically National Register of Historic Places program records) into larger program records system. Duties include appraising and arranging both paper and digital records, spanning several years of program work, according to professional standards and using archival techniques and creating a finding aid and digital filing plan; and working with public history outreach coordinator to develop records management and public access system for oral history collections. Other duties may include packaging and handling archival materials, and maintaining an access and use log. Museum studies or archives management/digital preservation background preferred, but attention to detail also important. Located in Boston, MA (800 hours).
Northeast Regional Office Historic Structure Research & Documentation Branch (HSR&D), Historic Structure Documentation Program: Assists cultural resource specialists involved with the management of cultural resources with research and updating of the region’s List of Classified Structures in fulfillment of Section 110 and in support of Section 106 of the National Historic Preservation Act (NHPA). Duties include researching site and National Register history; assessing and interpreting professional analysis of architectural, engineered, and landscape features; compiling, organizing, and entering the information in the LCS database; and organizing LCS files for reference purposes. Other duties may include limited site visits and fieldwork to document existing conditions with photographs and maps, involving day trips to parks within commuting distance. Knowledge of historic architecture, cultural landscapes, documentation of cultural resources, and the National Register criteria preferred; research, writing and computer skills essential; knowledge of GIS and graphic programs (Adobe Photoshop) beneficial. Graduate or undergraduate students studying or having recently completed degrees in historic preservation, historic architecture, or related field preferred; previous field experience preferred. Writing sample required if selected for an interview. Park housing NOT available. Located in Lowell National Historical Park, Lowell MA, accessible by commuter rail, bus and car (800 hours).

Fort Stanwix National Monument, Division of Cultural Resources: Assists staff with documenting archeological artifacts, completing inventories of the park’s collection, and conducting research related to the park’s archeological and museum collection resources. Other duties include assisting in safely housing and marking artifacts, researching archeological archives, and processing cultural resource data. May also assist with the development of a temporary exhibit and working with the park’s Geographic Information System (GIS) data. Advanced undergraduates or graduate students with a background in museum studies, anthropology/archeology, history, and/or geography preferred; GIS knowledge a plus but not required. Attention to detail, excellent organizational and oral and written communication skills, and an ability to work independently required. Located in Rome, NY (400 hours).

Southeast Region

Everglades National Park (Archives Technician): Works at the South Florida Collections Management Center in Everglades National Park, conducting review of microfilmed archival records. Duties include receiving training in microfilm project standards and review techniques; reviewing images of microfilmed collections; documenting problems and reporting them to the supervisor; and assisting the project contracting officer’s representative with other related tasks. Ideal internship for students seeking archival science or library science degrees. Candidates should possess an interest in digitizing and microfilming archival collections for preservation purposes. Own transportation required. Park housing may be available for rent, but cannot be guaranteed. Located in Homestead, FL (400 hours).

Everglades National Park, South Florida Collections Management Center, Museum Technician: Works at the SFCMC cataloging natural science collections. Duties include reviewing data submitted by collectors for quality control; importing data into the Interior Collection Management System (ICMS); creating specimen labels; and basic preventive conservation to meet professional museum storage standards. Ideal position for a museum studies student seeking interdisciplinary degrees or with an interest in curation of natural science collections. Basic science experience preferred but attention to detail and a willingness to learn also important. Own transportation required. Park housing may be available for rent but cannot be guaranteed. Circumstances may allow interns to complete more than one position, consecutively. Located in Homestead, FL (2 positions 400 hours each, 2 positions 364 hours each).

Midwest Region

Midwest Archeological Center, Archeology and Information Management Programs: Works with Center Archeology, Collections, and GIS staff to make information about past human land use available for climate change research across the Midwest Region. This project will integrate use of archeological databases,
archives, and GIS, and will involve research across multiple parks. It may also entail original research on climate change and archeology, depending on intern interests and Center needs. Housing and transportation are the intern’s responsibility. Located in Lincoln, NE (800 hours).

2643. Midwest Archeological Center, Archeological Collections Management Program: Works with Center staff to meet National Park Service (NPS) curation standards for managing archeological collections. Duties include a variety of curatorial activities such as cataloging archeological collections using official NPS cataloging software (ICMS); packaging and preparing artifacts and archives for storage; and tracking environmental conditions for the storage repository. The collections reflect a wide range of past human occupation from the earliest Native Americans through the fur trade and frontier eras, the Civil War, and presidential homes. Housing and transportation are the intern’s responsibility. Located in Lincoln, NE (800 hours).

2644. Midwest Archeological Center, Great Plains Archeological Research Internship: Assists Midwest Archeological Center staff with a variety of tasks associated with the Great Plains Erosion Study. Parks included in the study are Scotts Bluff National Monument, Badlands National Park, and Theodore Roosevelt National Park. Duties may include completing site forms for newly discovered sites; synthesizing past research; and processing and curating artifacts and archives. Other tasks may be assigned as needed. Housing and transportation are the intern’s responsibility. Located in Lincoln, NE (800 hours).

2645. Midwest Archeological Center, Education Program: Works with Center staff to maintain and grow MWAC’s online presence and Distance Learning program, involving coordination with archeologists and other staff across the Center, as well as with educators and NPS units on interpretive partnerships. Background or interest in archeology and education preferred. Housing and transportation are the intern’s responsibility. Located in Lincoln, NE (800 hours).

2646. Midwest Regional Office, Planning and Compliance Division: Works on Congressionally-authorized studies of potential additions to the National Park Service, to be completed by NPS. Duties include researching technical reports and historical documents to inform statements of significance for studied areas; preparing summaries of this information for professionals in the Planning and Compliance Division; assisting in preparing complex materials for publication and for presentation to agency officials; and possibly attending public meetings regarding these potential new park areas, if schedules allow. Exact projects will depend upon the number and type of studies authorized by Congress to be completed during the work period. Other similar work for the Division may be substituted depending on workload. Some opportunities available to participate in NPS training offered at the regional office as well as high-level briefings to NPS leadership. Degree or extensive experience in history required, as well as proven ability to communicate effectively orally and in writing; coursework or experience in GIS desirable. Located in Omaha, NE (400 hours).

2647. Apostle Islands National Lakeshore, Museum Collections: Works with collateral duty park ranger providing collection management support to the cultural resources division, gaining hands-on experience in museum collections management and archives. Duties include updating the park’s museum database using the Department of the Interior’s official software, ICMS; conducting the annual inventory, checklist and reporting tasks for the park; regular housekeeping and environmental monitoring tasks; packaging and handling archival materials; maintaining an access and use log; and providing support to the cultural resource specialist through maintaining historic landscapes and archeological surveys. Museum studies background preferred, but attention to detail also important. Park housing may be available but housing is the intern’s responsibility. Located in Bayfield, WI (400 hours).

2648. Perry’s Victory & International Peace Memorial: Works with collateral duty park ranger providing collection management support to the cultural resources division, gaining hands-on experience in museum collections management and archives. Duties include updating the park’s museum database using the Department of the Interior’s official software, ICMS, and assisting with the park annual museum inventory and
reporting. Other duties include regular housekeeping and environmental monitoring tasks, packaging and handling archival materials, and maintaining an access and use log. Museum studies background preferred, but attention to detail also important. Park housing is available. Located in Put-in-Bay, OH (800 hours).

**Intermountain Region**

2649. **Intermountain Regional Office, List of Classified Structures Program:** Works with and assists Intermountain Regional Office (IMR) preservation professionals in identifying, inventorying and evaluating National Park Service-owned historic and prehistoric structures in IMR parks. Assists in completing Historic Structures Reports and other documents. Duties include researching the history of historic properties; site visits to document the existing condition of listed structures with photographs; entering the information into the national inventory database; and performing treatments and documenting treatments with photographs and reports. Knowledge of historic architecture, architecture, and preservation treatments preferred; experience with the Secretary of the Interior's Standards for Historic Properties beneficial; strong computer, research, and writing skills essential; working knowledge of graphics programs (Adobe Photoshop & InDesign and/or CAD) beneficial. Located in Santa Fe, NM (400 hours).

2650. **Intermountain Regional Office, Cultural Landscapes Program:** Works with and assists historical landscape architects, historians, other preservation specialists, and park staff to complete Cultural Landscape Inventories for Intermountain Region parks, and to complete various Cultural Landscape Inventory (CLI) database updates and administrative tasks. Some travel to one or more parks within the Intermountain Region (which includes NM, AZ, UT, TX, CO, OK, WY and MT) may be needed. Duties include researching the landscape history of a historic property; site visits and field work to document existing landscape conditions with photographs and maps; analyzing cultural landscapes processes, systems and features; and entering the information into a database. Knowledge of cultural landscapes, landscape architecture, and National Register criteria preferred; strong computer, research, and writing skills essential; working knowledge with graphics programs and GIS (Adobe Photoshop & Illustrator, AutoCAD, and ArcGIS) beneficial. Located in Santa Fe, NM (400 hours).

**Pacific West Region**

2651. **Pacific West Regional Office, Cultural Resources Program:** Works with Cultural Resources staff on program outreach and education objectives. Duties may include assisting with National Park Service Youth Summits; developing content for the National Park Service’s Cultural Resources Program website and social media; formatting NPS reports; data entry into an online catalog of cultural resources documents; and assisting with the design of NPS publications. Strong writing and graphic skills preferred; experience using Adobe Creative Suite programs and Microsoft Office required. The majority of time will be spent in an office setting with some travel to parks. Travel costs for fieldwork covered by NPS but housing and transportation are the intern's responsibility. Located in San Francisco, CA (1200 hours).

2652. **Pacific West Regional Office, North Cascades National Park, Cultural Resources Program:** Works with Cultural Resources staff on the List of Classified Structures (LCS) and/or Cultural Landscapes Inventory (CLI) at North Cascades National Park. Duties may include researching the history of a historic property; site visits and field work to document existing conditions; analyzing features; developing site plans; writing narrative descriptions; and entering information into databases. Knowledge of western United States history, National Register criteria, and architecture or landscape architecture preferred; strong research skills, writing skills, and a working knowledge of graphic and mapping programs (Adobe Creative Suite and ArcGIS) essential. The majority of time will be spent in an office setting with some travel within the park. Travel costs for fieldwork covered by NPS, but housing and transportation to and from the North Cascades National Park office in Marblemount and relocation costs are the intern's responsibility. Located in Marblemount, WA (1200 hours).
2653. Pacific West Regional Office, Kalaupapa National Historical Park, Cultural Resources Program: Works with Cultural Resources staff on the List of Classified Structures (LCS) at Kalaupapa National Historical Park. Duties include field work to document existing conditions of buildings and structures; writing narrative descriptions; taking photographs; collecting GPS data; and entering text and photographs into databases. Knowledge of Hawaiian history, National Register criteria, and architecture preferred; strong writing skills, and a working knowledge of ArcGIS essential. The majority of time will be spent in an office setting with some travel within the park. Housing for the duration of the internship is provided by NPS but relocation costs are the intern's responsibility. Located in Kalaupapa, HI, on the island of Molokai (1200 hours).

2654. Kalaupapa National Historical Park, Cultural Resources Program: Aids and assists cultural resources specialists in a wide variety of tasks. Duties may include transcribing oral histories of patients and residents; completing historic building condition assessments; processing/cataloging archival materials in the museum collection; documenting Section 106 compliance actions; organizing cultural resources records; and assisting with coordination of volunteer projects. Hands-on preservation fieldwork on historic buildings and grave markers may be performed on as-needed basis. Graduate or undergraduate students studying historic preservation, history, architectural history, museum studies, or related field preferred. Housing for the duration of the internship is provided by NPS but relocation costs are the intern's responsibility. Preference for this position given to native Hawaiian students in accordance with park enabling legislation. Located in Kalaupapa, HI on the island of Molokai (400 hours).

2655. Joshua Tree National Park (Cultural Landscapes): Works to complete a Vegetation Management Plan for the Keys Ranch Historic District Cultural Landscape at Joshua Tree National Park. Duties may include researching the landscape history of a historic property; site visits and field work to document existing conditions; analyzing vegetative landscape features; developing site plans; writing narrative sections for the Vegetation Management Plan; and entering information into a database. Knowledge of cultural landscapes, landscape architecture, and the National Register criteria preferred; strong research skills, writing skills, and a working knowledge with graphics programs (Adobe Creative Suite) essential. Majority of time will be spent in an office setting with some travel to the park possible. Travel costs for fieldwork will be reimbursed through the NCPE program. Opportunity for all preservation fields with an interest in the study of historic landscapes. Located near Twentynine Palms, CA (1200 hours).

2656. Whiskeytown National Recreation Area: Assists the Fire Program Archaeologist with project work. Duties may include assisting with pre-field record searches; monitoring fuel treatment around archeological sites; archeological field survey and site assessments; preparing final site forms and reports; and archiving project materials. Applicants must be able to work in rugged field conditions since the positions involve some long days hiking over uneven and brushy terrain under sometimes adverse weather conditions. Applicants should have an academic background in archeology/anthropology or history with interests in historic preservation, possess good written communication skills, be detail oriented, and have the ability to perform a variety of tasks independently. Applicants with GPS/GIS skills are preferred. Questions can be directed to Joseph Svinarich, Fire Program Archaeologist at (530) 242-3458 or joe_svinarich@nps.gov. Housing is available at a reasonable cost at Whiskeytown. Located in Whiskeytown, CA (960 hours).

2657/2658/2659/2660/2661/2662/2663/2664/2665/2666. Yosemite National Park, Branch of Anthropology, Cultural Anthropology Program: With direction and support from the park’s cultural anthropologist, assists with the evaluation of culturally significant resources in the park. These encompass botanical, archeological, hydrological, and other natural and cultural resources with traditional cultural significance to the American Indian tribes and communities associated with the park. Duties may include primary and secondary research at the park’s Archives and Research Library, as well as other local repositories; assisting with tribal meetings and field visits; mapping and photographing field resources; assembling resource documentation; and assisting with report preparation. Archival and documentary research skills essential; background in cultural anthropology, knowledge of and interest in Native American issues, and demonstrated experience with systematic qualitative research highly desired. The intern must be professional, well-organized, and attentive to detail. Work will
occur in office and field settings, requiring extensive hours in office, library and archive settings. Some hiking across rough terrain at high elevations may also be required. Valid driver’s license required. Low to moderately priced park housing available. Located in El Portal, CA (480 hours).

2667/2668. Yosemite National Park, Fire Archeology Program: With direction and support from the park’s fire archeologist, assists with the documentation and reporting for archeological resources discovered during Fire Archeology Program activities. The park has over 1,200 archeological sites demonstrating more than 6,500 years of human history in the heart of the Sierra Nevada. The Fire Archeology Program is responsible for documenting and managing many sites in the context of wildland and prescribed fires, requiring detailed documentation and reporting. Duties include working with existing draft field documentation to create final site records; entry into databases and the park’s GIS; accessioning documents and archeological collections into the Yosemite Museum; and assisting with final project reporting. Work may include some field efforts but is primarily office and laboratory based. Valid driver’s license required. Low to moderately priced park housing available. Located in El Portal, California (480 hours).

Alaska Region

2669/2670. Alaska Regional Office, Historic Structures and Cultural Landscapes Programs: Works with and assists historians, historical landscape architects, and historical architects on the List of Classified Structures (LCS) and/or Cultural Landscapes Inventory (CLI) at various National Park sites within Alaska. Duties may include researching the history of a historic property; site visits and field work to document existing conditions with photographs and maps; analyzing features; developing site plans; writing narrative descriptions; entering information into databases; and other duties as assigned. Knowledge of western United States history, National Register criteria, and landscape architecture or architecture preferred; strong research skills, writing skills, and a working knowledge of graphic and mapping programs (Adobe Creative Suite. AutoCAD, ArcGIS) essential. The majority of time will be spent in an office setting with some travel to the parks. Travel costs for fieldwork covered by NPS. Transportation stipend available for travel to and from Anchorage, AK. Housing costs are the intern's responsibility. Located in Anchorage, AK (400 hours).

Department of the Interior Internships

2671. Interior Museum Program, DOI Office of the Secretary: Assists with Department-wide projects of the DOI Interior Museum Program. Duties include compiling data on DOI bureau museum collections; researching and drafting policy and procedure documents; preparing material for training courses; researching issues on various topics dealing with federal museum collections; and updating the Interior Museum Program website (1200 hours).

2672. Interior Museum Program, Department of the Interior Museum: Works with the Interior Museum collections staff as a museum technician assisting with museum collections care issues including database management, registration, photography, object handling, research, and related projects such as catalog and accession review. May aid in the installation and deinstallation of temporary displays onsite as well as with the Art-In-Office program. Provides assistance for public programs and public tours. Work environment is primarily sedentary in office spaces and in collections storage areas. Requires the ability to lift 50 lbs., open boxes or packages, and stand for extended periods (1000 hours).

2673. Interior Museum Program, Bureau of Reclamation, Great Plains Regional Office: Assists the Great Plains Regional Museum Property Program Manager and the Senior Curator of Archaeology of the University of Kansas Biodiversity Institute with archeological collection processing, backlog cataloging, and organization of associated documents from Reclamation sites located in Kansas. Duties include cataloging items from Reclamation sites housed at the University of Kansas for import into the Interior Collections Management System (ICMS - the Department of the Interior’s cataloging system), and proper storage of items. Other duties
include but are not limited to backlog collection inventory, processing, label preparation, and organization of associated documentation, participation in the annual collection inventory for Reclamation property, and participation in the Center’s IPM program. Background in Plains archaeology and/or museum studies is preferred, experience with Microsoft Word and Excel required, and attention to detail important. Position may require lifting, stooping and/or ladder climbing. Transportation and housing costs are NOT provided. Located in Lawrence, KS (800 hours).

2674. Interior Museum Program, Bureau of Land Management, National Historic Oregon Trail: Working with curator, exhibit specialist, and archeologists, assists with work on cataloguing artifacts, photography, condition monitoring, conservation of artifacts, fabrication of conservation mounts for storage and display needs, and updating associated records. Office, workshop, and collection storage room environment. Located in Baker City, OR (800 hours).

2675. Interior Museum Program, Bureau of Land Management, Billings Curation Center: Assists the Billings Curation Center at the BLM Montana State Office with processing 14 boxes (14 cubic ft.) of artifacts from six different projects and law enforcement actions. The collections, originating from more than 36 sites on BLM lands, are essential resources in our efforts to understand the cultural history of Montana. The goal will be to identify and inventory this collection, and also to re-package to Center/DOI specifications, accession and produce a completed catalog. Located in Billings, MT (600 hours).

2676. Interior Museum Program, Bureau of Land Management, Anasazi Heritage Center: Assists the Bureau of Land Management-Anasazi Heritage Center (BLM-AHC) Curation Program with backlog cataloging of archeological collections and project documentation, focusing on cataloging and proper storage of items from sites on BLM-Canyons of the Ancients National Monument. Duties include collections inventory; cataloging; storage of artifacts; data entry into the Interior Collections Management System (ICMS); and organization of associated documentation. Other duties include assisting staff with collections reviews for NAGPRA compliance tasks; researcher access to the AHC collections; and participating in the AHC Curation Program’s Integrated Pest Management Program. Position may involve moderate physical activity. Background in southwest archeology and/or museum studies preferred; familiarity with Microsoft Office and Excel required. Housing is provided. Located just outside Dolores, CO (1000 hours).

2677. Interior Museum Program, Bureau of Land Management, Utah State Office: Assists the BLM Utah State Office (UTSO) cultural resources staff with the management of collections currently in their care. Duties include maintaining the collections facility according to curatorial standards for preventative conservation (temperature, humidity and integrated pest management) and security; processing collections in preparation for their curation in a permanent facility; facilitating access to the collections as required for consultations and/or repatriation to Native American communities; and entering information into the Interior Collections Management System (ICMS). Depending on intern interest, other duties may involve working with a committee to assess the research and educational potential of the collections to assist in identifying materials best suited to different curation strategies; and/or working with staff to initiate public education initiatives to reduce looting of archeological sites on public lands. Background in southwest archeology and/or museum studies preferred; familiarity with Microsoft Office and Excel required. Located in Salt Lake City, UT (1000 hours).

2678. Interior Museum Program, Bureau of Land Management, Multi-Office: Assists in collections management duties in the Vertebrate Paleontology Division of the University of Kansas Biodiversity Institute, which holds thousands of fossils from DOI-administered lands, including from Montana, Wyoming, Colorado, and New Mexico. The collection includes over 160,000 specimens compiled by one of the oldest university museums in the country, including original material collected more than 30 years ago from Natural Trap Cave in Wyoming; additional material needing curation will be entering the collection over the next several years as part of an exciting BLM-supported research initiative. Duties include learning to use SPECIFY, a collections
management database system developed by the museum partly under grants from the National Science Foundation, freely available to public museums and used worldwide. Located in Lawrence, KS (800 hours).

**2679. Interior Museum Program, Bureau of Land Management, California State Office:** Assists the BLM-California State Office work curating archeological collections retrieved from BLM lands and now located at the Autry National Center in its Southwest Museum Collection. Work involves assisting museum personnel with curating, research and reorganization of archeological collections excavated by the Southwest Museum-led Little Lake Expedition (1947-1951) and others. Duties may include, but are not limited to, research in the Braun Research Library identifying objects and sites; repackaging of artifacts; and creating Excel spreadsheets and Word documents to assist the staff archeologist and archeological collections team organize artifacts and data. Experience in archeology and California Native Prehistory and familiarity with Microsoft Word, Excel and the MIMSY database system preferred. Located in Los Angeles, CA (480 hours).

**2680. Interior Museum Program, Bureau of Land Management, Nevada State Office, Las Vegas Museum of Natural History:** Assists with backlog cataloging of archeological collections and project documentation, focusing on cataloging and proper storage of BLM museum collections. Duties include collections inventory; cataloging; storage of artifacts; data entry into the museum’s collections management cataloguing system; and organization of associated documentation. Other duties include assisting staff with the curation of the collection for exhibit, researcher access to the BLM collections; and participating in the Las Vegas Natural History Museum’s Integrated Pest Management Program. Position may involve moderate physical activity. Background in southwest archeology, anthropology and/or museum studies preferred; familiarity with Microsoft Office and Excel required. Located in Las Vegas, NV (1000 hours).

**2681. Interior Museum Program, Bureau of Land Management – Paleontology, University of Washington Burke Museum:** Assists with curation of vertebrate fossils in the Museum’s collection. Duties include both the hands-on work of sorting, identifying, imaging, and cataloging specimens, and the archival work to update the museum’s online digital catalogue. The Museum has a longstanding relationship with the Dept. of the Interior and its bureaus, with a significant percentage of their 62,000 vertebrate fossils having come from Federal lands. Over 1,000 localities are from DOI lands, including Montana (338), Wyoming (514), Idaho (15), Oregon (60), Washington (31), Arizona (34), and others. Recent research activities of museum staff include multi-year efforts in Montana and Arizona. Many of the fossils collected include “microverts,” numbering in the thousands of specimens. The curation of fossils and making the information and images of specimens available on the web will enhance researcher and public access to the information contained in the collection. Located in Seattle, WA (400 hours, ½ time, 20 weeks).

**2682. Interior Museum Program, Bureau of Land Management – Paleontology, New Jersey State Museum:** Works on a wide variety of Museum activities, including opportunities to be involved in Museum education programs. Duties include processing and documenting newly-acquired fossils for addition to the Museum’s extensive collections, involving cleaning, sorting and curating specimens into the larger collections. The New Jersey State Museum Bureau of Natural History holds a diverse collection of about 250,000 specimens. It displays an early reconstruction of the first nearly-complete dinosaur ever excavated, as well as about 300 type specimens of other fossils. Field crews currently are actively collecting fossils from the Powder River Basin area of Wyoming and Montana. Summer crews from the museum conduct reconnaissance for new fossils as well as collecting larger specimens located in past years. In addition, the museum strives to provide unique field experiences to young people from inner-city areas to expose them to science and to places they might not otherwise be introduced to. The museum is also currently working with the BLM to finalize a museum collection agreement. Located in Trenton, NJ (800 hours).

**2687. Interior Museum Program, Indian Arts and Crafts Board, Southern Plains Indian Museum:** Work involves assisting museum staff with inventory, cataloging, and photography of ethnographic objects and artwork within the Sioux Indian Museum in Rapid City, SD. Duties include organizing and maintaining digital
files and photographs for museum collections; digitizing collections of historic photographs and archival materials from the collections for by the IACB; and assisting museum staff with the development and installation of temporary exhibits of contemporary Indian art assisting museum staff with educational programming and museum tours. Training in using the Interior Collections Management System (ICMS) will be provided. Strong computer, organizational and research skills are essential. Located in Rapid City, SD (400 hours).

General Services Administration Internships

2683. 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 (1200 hours).

2684. General Services Administration (Fine Arts Specialist): Assists with collections management and curatorial functions related to GSA’s Fine Arts Collection, which includes commissioned public works of art that enhance the architecture of Federal buildings – including over 150 historic buildings, portable works of art commissioned by New Deal programs, artist proposals, and architectural models. Duties include researching and developing interpretive information about artists and artworks; documenting artwork through cataloging and photography; and working with the Collections Management Database. Familiarity with standard museum collections management practices required (1200 hours).