HISTORIC PRESERVATION INTERNSHIPS

SPONSORED BY THE NATIONAL PARK SERVICE AND
THE NATIONAL COUNCIL FOR PRESERVATION EDUCATION

Academic Year 2011-2012 Positions Available
November 2011 – May 2012

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, archeology, architecture, and museum studies. Positions will be available this academic year at the National Park Service, the Department of the Interior, and the Bureau of Land Management, in Washington, DC and across the country.

APPLICATION DEADLINE: October 21, 2011

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

NPS: www.cr.nps.gov/hps/tps/hpit_p.htm
NCPE: www.preservenetcornell.edu/employ/ncpe.html

See the following pages for a listing of positions, and check the Web sites for updates on New positions.
The National Park Service and partnering agencies will offer internships during the academic year of 2011-2012. This notice covers the period November 2011 – May 2012. A separate notice will be distributed in January 2012 for summer 2012 positions. 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 be eligible, you must be currently enrolled in an academic program in historic preservation or an allied field, or very recently graduated (degree received December 2010 or later).

To speed processing of your request and give you a faster review of your application, please scan your materials electronically and email them as a single Adobe Acrobat (.pdf) file containing both signed application and transcripts to Michael Tomlan at Cornell University (email: mat4@cornell.edu). If electronic submission is not possible, all application materials should be mailed to the National Council for Preservation Education, Attention: Michael A. Tomlan, 210 West Sibley Hall, Cornell University, Ithaca, New York, 14853-6701. Applications must be received no later than October 21, 2011. 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 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**

2152/2153. Archeology Program: Works with the Archeology program as a research assistant on small research projects, databases, resource protection, and related projects. May assist in developing materials for archeology training and researching and developing educational materials for archeology outreach in parks and programs. May work on aspects of Web development, including links verification and technical editing (400 hours).

2154. Park Cultural Resources Program: Works with all divisions of the Park Cultural Resources Program (Archeology, Ethnography, History, Historic Structures and Cultural Landscapes, Museum Management) to collect, write, and synthesize information Servicewide about cultural resources and climate change adaptation and mitigation. Duties may include writing case studies; developing educational materials; organizing office records; and collecting pertinent reports and other information (400 hours).
2155. Park History Program: Works with the Park History Program primarily as an assistant on a variety of research projects related to American history, the history of the National Park Service, and cultural resources management. Projects may include the anniversaries of the Civil War and the War of 1812; the maritime history of the US; development of oral history training materials and oral history projects; and management and design of Web sites. May also assist in organizing and cataloging office records and archives and creating educational materials for history outreach. Position is a good match for students in history, anthropology, folklore, and American studies (400 hours).

2156. Park Cultural Landscapes Program: Provides assistance to the program manager in the coordination and development of the program, including resource identification, treatment and maintenance of cultural landscapes. The internship will contribute to the development of web-based training and reference materials and the integration of cultural landscapes data with the NPS facility maintenance database. Located in the NPS Regional Office in Seattle, WA (400 hours).

2157. Park Historic Structures and Cultural Landscapes Program: Provides assistance to the program manager of the Park Historic Structures and Cultural Landscapes Program in managing the program library of academic, professional and published reports, books and papers on historic structures and cultural landscapes related topics. The project will involve organizing, cataloging, archiving and data management of the collection (400 hours).

2158. National NAGPRA Program: Working with NAGPRA 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 desirable. Familiarity with Microsoft spreadsheet software, data collection methods, and good organizational and time management skills required. Experience with databases a plus; training will be provided (480 hours).

2159. National NAGPRA Program: Working with NAGPRA staff, assists with the organization and cataloging of permanent records maintained by the National NAGPRA office. Duties include review and disposition of permanent NAGPRA records files including but not limited to inventories and summaries, review committee, grants, online databases, civil penalties, tribal, training, reports, and common records. Other duties may include providing assistance with digitizing records. Background in history, historic preservation, anthropology, archives or collection management preferred but attention to detail and a willingness to learn is also important. Intern should be prepared to work in an office environment (480 hours).

2160. National Capital Region, National Register Program: Works with and assists National Register historian to complete various National Register Nominations and Nomination Updates and other ongoing National Register projects associated with different national parks sites in the Washington, DC, metropolitan area. 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 entering the information into a database. Knowledge of historic architecture, architecture, and the National Register criteria preferred; experience with the Secretary of the Interior’s Standards for Rehabilitation beneficial. Working knowledge of MS Word and Adobe Photoshop or Illustrator beneficial; experience in ArcView and/or CAD also desirable but not necessary (400 hours).

2161. National Capital Region, Historical Architecture Program: Works with and assists architectural historian and other preservation professionals to identify, inventory and evaluate National Park Service owned historic and prehistoric structures in National Park sites. Duties include researching the history of historic properties; site visits to document the existing condition of listed structures with photographs; and entering the information into the national inventory database. Knowledge of historic architecture, architecture, and the National Register criteria preferred; experience with the Secretary of the Interior’s Standards for Rehabilitation beneficial. Working knowledge of MS Word and Adobe Photoshop or Illustrator beneficial; experience in ArcView and/or CAD also desirable but not necessary (400 hours).

2162. National Capital Region, Cultural Landscapes Program: Works with and assists historians, historic landscape architects and other preservation professionals to complete various Cultural Landscape Inventories associated with a variety of National Park sites in the Washington, DC metropolitan area (District of Columbia, Maryland, Virginia, and West Virginia). 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. Knowledge of cultural landscapes, landscape architecture, and the National Register criteria preferred. Strong computer, research, and writing skills essential; working knowledge with graphics programs (Adobe Photoshop & Illustrator and/or CAD) beneficial (400 hours).

2163/2164/2165. C&O Canal National Historical Park: Assists the Cultural Resources Program Manager with multiple preservation projects to include updating records on historic buildings, structures and museum objects. May require visits to park sites and researching existing records. Intern will work in independent manner. Open to candidates with a background in history, historic preservation, or archives management. Housing and transportation will be the intern’s responsibility. Located at Chesapeake & Ohio Canal National Historical Park, Hagerstown, MD (400 hours).

2166. Southeast Regional Office, History, National Register, and National Historic Landmarks Programs: Assists with various aspects of the National Register and National Historic Landmark (NHL) programs including the assessment of National Register documentation for Southeast Region (SER) park units. May assist in the preparation of Determinations of Eligibility and of National Register nominations for SER park properties. Duties also include monitoring existing NHL and Historic Surplus properties; assisting with the preparation of nominations for potential NHL properties; inventorying NHL program records; and organizing and cataloging program records and archives. Useful knowledge and skills include knowledge of American history, architectural history, and landscape history; familiarity with the National Register of Historic Places and National Historic Landmark programs; strong research and writing skills. Computer and software skills, especially database management, preferred. Help with locating housing may be provided. Located in Atlanta, GA (1000 hours).

2167. Great Smoky Mountains National Park: Assists cultural resources specialist and park staff in the completion of National Register nominations and Determinations of Eligibility for sev-
eral historic buildings in the Park, including administrative buildings. Duties include researching historic resources; compiling previous work including HABS/HAER documentation; site visits and field work to document the resources through descriptions, photographs, and maps; and preparation of National Register Nomination documentation. Working knowledge of the development of historic contexts, the National Register of Historic Places, and the Secretary of the Interior’s Standards for Rehabilitation beneficial. Opportunity for all preservation fields with an interest in the study of architectural and cultural landscape properties. Park housing may be available. Located in Gatlinburg, TN (400 hours).

2168. Great Smoky Mountains National Park: Assists park curatorial staff managing the park’s museum collections and archives with accessioning and cataloging artifacts using the Interior Collection Management System (ICMS). Duties include inventorizing museum collections; upgrading and organizing museum storage spaces and materials; and performing specialized museum housekeeping. May also assist park researchers and staff in accessing collections. Park housing may be available. Located in Gatlinburg, TN (400 hours).

2169. Everglades National Park: Works at the South Florida Collections Management Center (SFCMC), which manages the specimens and archival documents from Big Cypress National Preserve, Biscayne National Park, De Soto National Memorial, Dry Tortugas National Park, and Everglades National Park. Working with the Park archivist, processes, arranges, catalogs, and documents museum archival collections to National Park Service (NPS) standards. Duties will include preparing/updating processing plans and finding aids; preparing, maintaining, and organizing manual and automated curatorial records, including catalog records and inventories using the Interior Collections Management System (ICMS); and conducting routine preventive conservation including rehousing collections, environmental monitoring, museum housekeeping, and Integrated Pest Management. Located in Homestead, FL (480 hours).

2170. Midwest Archeological Center, Archeological Collections Management Program: Works with Center staff to meet National Park Service (NPS) curation standards for managing archeological collections. Duties will involve 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).

2171. Midwest Archeological Center, National Historic Landmark Program: Assists a senior archeologist working in the external National Historic Landmark (NHL) Program. Duties may include managing NHL files; gathering information from NHL stewards on current conditions at approximately 70 designated archeological properties in the National Park Service’s 13-state Midwest Region; performing research related to the nomination of prospective NHL candidates; writing draft sections of new NHL nominations; and other duties as assigned. Housing and transportation are the intern’s responsibility. Located in Lincoln, NE (400 hours).

2172. Midwest Archeological Center, Archeological Outreach and Education Program: Works with Center staff to maintain and grow MWAC’s online presence via website and social media content development. Duties will involve coordination with Archeologists, Collections specialists, Library, GIS team, and Publications team to write short articles and updates related to all aspects of Center activities, as well as actively participating in medium and long-term planning for Center outreach program. Housing and transportation are the intern’s responsibility. Located in
2173. Midwest Archeological Center, Archeological Reporting Program: Assists in MWAC’s partnership with online publication Digital Antiquity to make rare archeological literature available online. Center library holdings include many archeological reports that are not widely available, if not unique. Much of this literature is related to the Smithsonian Institution’s River Basin Survey program. Duties will include assessing MWAC holdings of reports to develop list of goals and priorities for this project, then digitizing key holdings for publication online. Housing and transportation are the intern’s responsibility. Located in Lincoln, NE (400 hours).

2174. Midwest Archeological Center, Sleeping Bear Dunes National Register Nomination: Assists the MWAC Park Archeology Program by developing a National Register of Historic Places Nomination for site 20BZ10, the archeological remnants of the former logging community of Aral. This late nineteenth century site contains dozens of features associated with the 1860s to early 1920s use and occupation of the site located at the mouth of Otter Creek within Sleeping Bear Dunes National Lakeshore in northwestern Michigan. Primary task will be completing the Nomination form. Housing and transportation are the intern’s responsibility. Located in Lincoln, NE (400 hours).

2175/2176. Intermountain Region, Cultural Landscapes Program: Works with and assists historical landscape architects and other preservation professionals to complete various Cultural Landscape Inventories with different National Park sites in Montana, Wyoming, Colorado, Utah, Arizona, New Mexico, Oklahoma, and Texas. 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. Knowledge of cultural landscapes, landscape architecture, and the National Register criteria is preferred. Strong computer, research, and writing skills are essential; working knowledge of graphics programs (Adobe Photoshop & Illustrator and/or CAD) is beneficial. Opportunity for all preservation fields with an interest in the study of historic landscapes. Located in Santa Fe, NM (2175: 800 hours; 2176: 480 hours).

2198/2199/2200. Intermountain Region, Historic Structures Inventory Program: Works with and assists architectural historian and other preservation professionals to identify, inventory and evaluate National Park Service owned historic and prehistoric structures in National Park sites in Montana, Wyoming, Colorado, Utah, Arizona, New Mexico, Oklahoma, and Texas. Duties include researching the history of historic properties; site visits to document the existing condition of listed structures with photographs; and entering the information into the national inventory database. Knowledge of historic architecture, architecture, and the National Register program is preferred. Computer skills are essential and a working knowledge of graphics programs (Adobe Photoshop) and Excel is important. Located in Santa Fe, NM (2198, 2199: 400 hours; 2200: 440 hours).

2177/2178. Yosemite National Park, Fire Archeology Program: With direction and support from the park’s Fire Archeologist, assists with documentation and reporting for archeological resources discovered during Fire Archeology program activities. Yosemite has over 1,200 archeological sites demonstrating more than 6,500 years of human history in the heart of the Sierra Nevada mountains. The Fire Archeology Program documents and manages 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 of information 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. Located in El Portal, CA (480 hours).

2179. Yosemite National Park, Cultural Anthropology Program: With direction and support from the park’s Cultural Anthropologist, assists with documentation of the Crane Flat Traditional Cultural Property (TCP). This Native American resource encompasses botanical, archeological, hydrological, and other natural and cultural resources with traditional cultural significance to the American Indian tribes and communities associated with Yosemite NP. Duties may include primary and secondary research at the Park Archive and Research Library, as well as in other local repositories; assisting with tribal meetings and field visits; mapping and photographing field resources; and assembling resource documentation. Work will occur in field and office settings, requiring hiking across rough terrain at high elevations as well as extensive hours in desk, library and archive settings. Located in El Portal, CA (480 hours).

2180. Crater Lake National Park/Lava Beds National Monument, Klamath Network Fire Program: Duties may include assisting Fire Program Archeologist with pre-field record searches, monitoring fuel break construction around archeological sites, archeological field survey and site assessments, preparing final site forms and reports, and archiving project materials. Applicant 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. 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, 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. Housing available at reasonable cost at the primary duty station. Questions can be directed to Joseph Svinarich, Fire Program Archeologist at (530) 242-3458 or joe_svinarich@nps.gov. Located in Crater Lake, OR (640 hours).

2181. Lassen Volcanic National Park/Whiskeytown National Recreation Area, Klamath Network Fire Program: Duties may include assisting Fire Program Archeologist with pre-field record searches, monitoring fuel break construction around archeological sites, archeological field survey and site assessments, preparing final site forms and reports, and archiving project materials. Applicant 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. 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, 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. Housing available at reasonable cost at the primary duty station. Questions can be directed to Joseph Svinarich, Fire Program Archeologist at (530) 242-3458 or joe_svinarich@nps.gov. Located at Whiskeytown NRA, about 8 mi. west of Redding, CA (400 hours).

2182. Redwood National Park, Klamath Network Fire Program: Duties may include assisting Fire Program Archeologist with pre-field record searches, monitoring fuel break construction around archeological sites, archeological field survey and site assessments, preparing final site forms and reports, and archiving project materials. Applicant 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. 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, possess good written communica-
tion skills, be detail oriented, and have the ability to perform a variety of tasks independently. Applicant
skills, be detail oriented, and have the ability to perform a variety of tasks independently. Applicants with GPS/GIS skills are preferred. Housing available at reasonable cost at the primary duty station. Questions can be directed to Joseph Svinarich, Fire Program Archeologist at (530) 242-3458 or joe_svinarich@nps.gov. Located in Orick, CA near Eureka (400 hours).

2183/2184/2185/2186. Redwood National Park (Archives or Museum Technician): Assists with archives and museum collection management for Redwood NP and several other national park museum collections housed at Redwood. Duties include inventory and re-housing historic documents, photographs and map collections; helping implement the Parks’ Archives Collection Processing Plan; as well as working on preventive conservation projects to meet professional museum storage standards. Museum studies or archives management background preferred. Attention to detail and a willingness to learn are also important. Transportation may be provided as well as a housing stipend. Will help with locating housing. Located in Orick, CA near Eureka (960 hours).

Department of the Interior Internships

2187. Department of the Interior, Office of the Secretary: Assists with Department-wide projects of the DOI Interior Museum Program and the Interagency Federal Collections Alliance. Activities will include researching and drafting policy guidance documents; preparing material for training courses; researching issues on various topics dealing with federal museum property; and updating the Interior Museum Program and Interagency Federal Collections Alliance websites (800 hours).

2188. Department of the Interior, Interior Museum: Works with the Interior Museum collections staff as a museum technician assisting with museum collections care issues including registration, photography, database management, object handling, and related projects. Internship will encompass working in a sedentary office space and in museum storage; also requires the ability to lift 50 lbs., opening boxes or packages, and may require standing for extended periods. Located in Washington, DC (600 hours).

2189. Department of the Interior, US Geological Survey: Works in the USGS Biological Surveys Collection which contains over 50,000 specimens of fishes, amphibians, reptiles, birds, and mammals. Primary responsibilities are to reorganize and upgrade the collection of fluid-preserved mammals and complete data entry for 3,000 specimen records into an online electronic database in preparation for migrating all specimen records into the Interior Collection Management System (ICMS). Duties will include handling preserved specimens; inventorying specimens; verifying electronic specimen data against specimen tags; printing and installing new labels; upgrading storage conditions of fluid-preserved specimens; and entering specimen records in an online database. Opportunity to learn about all aspects of collection management of natural history collections. Located at the Museum of Southwestern Biology, University of New Mexico, Albuquerque, NM (600 hours).

Bureau of Land Management Internships

2190. BLM California State Office: Assists with State Office work on the curation of archeological collections from BLM lands that are located at the Fowler Museum at UCLA in Los Angeles, CA. Duties will focus on the curation of archeological collections retrieved from BLM lands and may include basic curation and conservation of specimens, and inventory and entry of specimens into the museum database. Background in archeology and California Native prehistory
preferred; applicants should be familiar with Microsoft Office and Paradox. Located in Los Angeles, CA (400 hours).

2191. BLM California State Office: Assists with State Office work on the curation of prehistoric archeological collections from BLM lands in Northern and Central California that are located at the David A. Fredrickson Archeological Collections Facility (ACF), Sonoma State University, Rohnert Park, California. Using artifacts from BLM archeological collections housed at the ACF, duties will focus on collections management and documentation, including inventorying; cataloging and packaging archeological objects; database entry; and management and the organization of associated documentation. Background in prehistoric archaeology preferred; applicants should have a familiarity with Microsoft Office. Located in Rohnert Park, CA (400 hours).

2192. BLM California State Office: Assists with State Office work on the curation of archeological materials from BLM lands that are located at the California State University Chico, Archeological Curation Facility, Chico, CA. Duties will focus on updating the curation media, catalogs, and associated database for BLM collections and may include artifact identification; basic curation and conservation of artifacts; and entry of data into the curation database. Background in museum studies or archeology preferred; applicants should be familiar with Microsoft Office. Located in Chico, CA (400 hours).

2193. BLM New Mexico State Office: Assists BLM and Museum of Indian Arts & Culture/Laboratory of Anthropology staff to catalog archeological artifacts and papers using established museum practices. Also works with the New Mexico Historic Preservation Division to conduct site record and land ownership searches and to register new sites documented in the collections. Located in Santa Fe, NM (400 hours).

2194. BLM Eastern States, Southeastern States Office: Assists BLM and Florida Atlantic University staff to identify, sort, catalog, inventory, and rehouse BLM archeological collections and associated documentation from Jupiter Inlet Lighthouse Outstanding Natural Area. Collections consist largely of historic archeological material. Located in Boca Raton, FL (480 hours).

2195. BLM New Mexico State Office: Assists with research of BLM archeological collections (objects and records) at the Maxwell Museum of Anthropology, University of New Mexico. Duties include creating spreadsheets of the collections, sortable by: BLM Field Office jurisdiction, site number (LA number) or other field designation, originating project, museum tracking numbers (catalogue, box), storage location, condition of objects (stable/unstable), curation needs (e.g., storage upgrade), and NAGPRA flags (e.g., burial materials). Located in Albuquerque, NM (400 hours).

2196. BLM Utah - Moab Field Office: Assists the Field Office in locating information and provenience of artifacts currently stored in the office. Duties will involve research of paper, GIS, and other sources to identify sites and study areas, followed by inventory, documentation, and housing artifacts for curation at an approved repository. Located in Moab, UT (480 hours).

2197. BLM Utah - Monticello Field Office: Assists the Field Office in preparing BLM archeological collections for curation at the Edge of the Cedars Museum, as well as digitizing and archiving BLM materials, including site forms and reports, located at the museum. Located in Monticello, UT (480 hours).