

**National Council for Preservation Education
Academic Year 2012-2013 Internships
with the
National Park Service and the
Department of the Interior**

The National Park Service and partnering agencies will offer internships during the academic year of 2012-2013. This notice covers the period January – May 2013. A **separate notice** will be distributed in January 2013 for summer 2013 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. 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 2011 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 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). **Please adhere to the single .pdf format requirement;** processing of your application will be delayed if materials are not received in this form.

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 **November 2, 2012**. 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

2274. National Historic Landmarks Program: Works with NHL staff to improve the NHL Program's website and its use of social media to promote better understanding of the NHL Program. Duties may also include assisting NHL staff in tracking and locating historic ships through the creation of a maritime section of the NHL website, and assisting in researching and creating educational materials that use social

media to promote the American Latino Heritage Initiative. Strong writing and research skills, a general knowledge of American history, familiarity with the National Historic Landmarks Program, an ability to work independently, and a demonstrated ability to meet deadlines required. Applicant should be enrolled in a graduate program in history or an allied field, or recently graduated. – advanced students preferred. Housing and transportation are the intern's responsibility (600 hours).

2275/2276/2277/2278. Park Cultural Resources Programs: Assists managers in studying renewable and non-renewable energy issues as they impact cultural resources in NPS parks and affiliated areas, specifically in complying with Section 106 of the National Historic Preservation Act as NPS considers energy development initiatives and activities. Duties include but are not limited to reviewing proposed or contemplated development projects for their potential to impact cultural resources, and advising non-specialist NPS staff on compliance issues and processes in the areas of archeology, cultural landscapes, traditional cultural properties, American Indian Religious and Sacred sites, historic structures, and ethnographic landscapes (800 hours).

2279. Northeast Region, Park Cultural Resources Programs: Assists managers in studying renewable and non-renewable energy issues as they impact cultural resources in NPS parks and affiliated areas, specifically in complying with Section 106 of the National Historic Preservation Act as NPS considers energy development initiatives and activities. Duties include but are not limited to reviewing proposed or contemplated development projects for their potential to impact cultural resources, and advising non-specialist NPS staff on compliance issues and processes in the areas of archeology, cultural landscapes, traditional cultural properties, American Indian Religious and Sacred sites, historic structures, and ethnographic landscapes. Located in Philadelphia, PA (800 hours).

2280. Midwest Region, Park Cultural Resources Programs: Assists managers in studying renewable and non-renewable energy issues as they impact cultural resources in NPS parks and affiliated areas, specifically in complying with Section 106 of the National Historic Preservation Act as NPS considers energy development initiatives and activities. Duties include but are not limited to reviewing proposed or contemplated development projects for their potential to impact cultural resources, and advising non-specialist NPS staff on compliance issues and processes in the areas of archeology, cultural landscapes, traditional cultural properties, American Indian Religious and Sacred sites, historic structures, and ethnographic landscapes. Located in Omaha, NE (800 hours).

2281. Intermountain Region, Park Cultural Resources Programs: Assists managers in studying renewable and non-renewable energy issues as they impact cultural resources in NPS parks and affiliated areas, specifically in complying with Section 106 of the National Historic Preservation Act as NPS considers energy development initiatives and activities. Duties include but are not limited to reviewing proposed or contemplated development projects for their potential to impact cultural resources, and advising non-specialist NPS staff on compliance issues and processes in the areas of archeology, cultural landscapes, traditional cultural properties, American Indian Religious and Sacred sites, historic structures, and ethnographic landscapes. Located in Denver, CO (800 hours).

2282. Pacific West Region, Park Cultural Resources Programs: Assists managers in studying renewable and non-renewable energy issues as they impact cultural resources in NPS parks and affiliated areas, specifically in complying with Section 106 of the National Historic Preservation Act as NPS considers energy development initiatives and activities. Duties include but are not limited to reviewing proposed or contemplated development projects for their potential to impact cultural resources, and advising non-specialist NPS staff on compliance issues and processes in the areas of archeology, cultural landscapes, traditional cultural properties, American Indian Religious and Sacred sites, historic structures, and ethnographic landscapes. Located in Seattle, WA (800 hours).

2283. Alaska Region, Park Cultural Resources Programs: Assists managers in studying renewable and non-renewable energy issues as they impact cultural resources in NPS parks and affiliated areas, specifically in complying with Section 106 of the National Historic Preservation Act as NPS considers energy development initiatives and activities. Duties include but are not limited to reviewing proposed or contemplated development projects for their potential to impact cultural resources, and advising non-specialist NPS staff on compliance issues and processes in the areas of archeology, cultural landscapes, traditional cultural properties, American Indian Religious and Sacred sites, historic structures, and ethnographic landscapes. Located in Anchorage, AK (800 hours).

2284/2285/2286. 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).

2287. Heritage Education Services: Working with HES staff and a variety of organizations and professionals in partnership with the National Park Service (NPS), assists in preparing and posting NPS *Discover Our Shared Heritage* travel itineraries and/or Teaching with Historic Places (TwHP) classroom lesson plans and other materials on the NPS web site (see <http://www.cr.nps.gov/nr/travel/> and <http://www.cr.nps.gov/nr/twhp/> for more information). Duties include developing content; conducting research; editing; carrying out work to post itineraries and/or lesson plans and other TwHP program content on the Web; updating and improving the program's Web sites; and promoting HES programs and products. Other duties relating to the work of the office may include assisting with a Youth Summits project and conducting research for an administrative history of the National Register of Historic Places. Knowledge of historic preservation, heritage tourism, or heritage education and education in a related field desirable, as are good writing and research skills and experience or interest in learning how to program Web sites (400 hours).

2288. 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 spread sheet software, data collection methods, and good organizational and time management skills required. Experience with databases a plus; training will be provided (400 hours).

2289. 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).

2290. National Capital Region, Museum Resource Center, Regional Archeology Program: Assists Program staff in daily laboratory tasks including but not limited to processing, cataloging and packaging

archeological objects and preparing them for long-term curatorial storage. Following cataloging, all information will be entered into the Interior Collections Management System (ICMS - the Department of Interior's cataloging system). Other duties include database management; reviewing incoming collections; organizing primary archeological documents; and reorganizing collections storage. A general knowledge of prehistoric and historic artifacts required. Located in Landover, MD a close in suburb of Washington, DC with easy Metro subway access (400 hours).

2291. 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 a variety of National Park 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 (400 hours).

2292. 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, and to complete Historic Structures Reports and other documents. Duties include researching the history of historic properties; site visits to document existing conditions of listed structures with photographs; and entering the information into the national inventory database (400 hours).

2293. Chesapeake & Ohio Canal National Historical Park: Assists Park Cultural Resource Program Manager with cataloging archives and museum objects from Chesapeake & Ohio Canal National Historical Park. Will provide training for Interior Collection Management System (ICMS) for cataloging collections. Duties include processing, cataloging, and re-housing museum archives to meet professional museum storage standards, as well as records management duties. Archives management or museum studies background preferred but attention to detail and a willingness to learn also important. Housing and transportation are the intern's responsibility. Located in Hagerstown, MD (400 hours).

2294. Chesapeake & Ohio Canal National Historical Park: Assists Park Cultural Resource Program Manager with preparing information for park projects dealing with park historic structures. Duties include researching the history of historic properties; site visits to document existing conditions of listed structures with photographs and written descriptions of conditions; and working with the Interpretation Division on projects dealing with the park's historic structures. Strong computer, research, and writing skills essential. Housing and transportation are the intern's responsibility. Located in Hagerstown, MD (400 hrs).

2295/2296. Everglades National Park (Museum Technician): Works at the South Florida Collections Management Center in Everglades National Park, cataloging natural science collections for Biscayne National Park. Duties include specimen preparation; cataloging using the Interior Collection Management System (ICMS); and basic preventive conservation to meet professional museum storage standards. Science or museum studies background preferred but attention to detail and a willingness to learn also important. Own transportation required. Will help with locating housing. Located in Homestead, FL (400 hours).

2297. Midwest Region Historic Architecture and Cultural Landscapes Inventory Program: Works with and assists historic landscape architects, landscape historians, historians, and historical architects with research and data processing/entry for the List of Classified Structures (LCS) and Cultural Landscapes Inventory (CLI) databases in fulfillment of section 110 of the National Historic Preservation Act, for National Parks in the Midwest Region. Duties include researching site history; analyzing architectural and landscape features; and processing/entering the information into the LCS and CLI

databases. There is limited potential for site visits and field work to document existing conditions with photographs and maps. Knowledge of architecture, cultural landscapes, landscape architecture, and the National Register criteria preferred; strong computer, research, and writing skills essential; working knowledge of graphics programs (Adobe Photoshop) beneficial. Opportunity for all preservation fields with an interest in the study of historic architecture and landscapes. Candidates selected for an interview will be required to submit a writing sample demonstrating their ability to clearly articulate research findings in a narrative format. Located in Omaha, NE (480 hours).

2298. Midwest Archeological Center, Archeological Information Management Team: Working with archeologists, creates Geographic Information System (GIS) maps for archeological sites monitoring and condition assessment program. Duties include creating queries in database systems to determine sites for monitoring and working with MWAC staff to update site information and inspection schedules; researching history of archeological work and archeological resources in Midwest Region parks and using the information to update GIS data such as site and project locations; and entering attribute data for new sites and revise data for existing records. Housing and transportation are the intern's responsibility. Located in Lincoln, NE (800 hours).

2299/2300. Midwest Archeological Center, Archeological Collections Management Program: Works with Center staff to meet National Park Service (NPS) curation standards for managing archeological collections. Duties involve 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 each).

2301. Midwest Archeological Center, St. Croix National Scenic Riverways Project: Assists a Center archeologist in all aspects of laboratory work associated with the reporting of evaluative test excavations of a pre-contact era archeological site at St. Croix National Scenic Riverways (SACN). Duties include cleaning, sorting, identifying, researching, tabulating, and cataloging artifacts and project archives; developing tables and supporting materials for the project technical report; and preparing illustrations and maps for the report. Other duties involve assisting in making improvements to the archeological site database for SACN, which will include research into the archeological records for several hundred sites currently recorded within the park, as well as scanning of temporally and functionally diagnostic artifacts for inclusion in the site database. Housing and transportation are the intern's responsibility. Located in Lincoln, NE (400 hours).

2302. Midwest Archeological Center, Archeological Study of Great Lakes Logging Camps: Assists MWAC Park Program archeologist in compiling research materials for a study of Upper Great Lakes historic logging camps. Duties include researching materials on 19th and 20th century logging camps from six Great Lakes parks including Voyageurs National Park, Isle Royle National Park, Saint Croix National Scenic Riverway, Apostle Islands National Lakeshore, Sleeping Bear Dunes National Lakeshore and Pictured Rocks National Lakeshore. Tasks include compiling information such as site records, historic photographs, historic records, aerial photography, and archeological reports. Additional tasks will include the development of information databases and digitizing maps into a project GIS; this information will be used as a basis for fieldwork during future years of this project. Housing and transportation are the intern's responsibility. Located in Lincoln, NE (400 hours).

2303. Midwest Archeological Center, National Historic Landmarks Program: Assists a senior archeologist working in the external National Historic Landmarks (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)

2304. Midwest Archeological Center, Archeological Report Preparation: Assists the Center by helping to finalize several technical reports that are currently in draft status. Working closely with Center archeologists, duties include assisting with general report editing and proof reading; creation of draft illustrations, tables, and figures; and related tasks to ready the reports for final production by the Center's report team. Reports cover a wide variety of archeological topics from numerous Midwest Region park areas. Housing and transportation are the intern's responsibility. Located in Lincoln, NE (800 hours).

2305. Midwest Archeological Center, Laboratory Internship: Assists Center archeologists in conducting a variety of laboratory tasks on projects and archeological collections from the Midwest Region of the National Park Service that range in age from early pre-contact to late 19th century. Duties include cleaning, packaging, analyzing, researching, and cataloging artifacts; compiling computerized summaries and tables for project reports; preparing figures of artifact illustrations for reports via scanning; proofreading and editing draft reports written by Center archeologists; entering data into archeological databases including the Archeological Sites Management Information System; and other related activities. Housing and transportation are the intern's responsibility. Located in Lincoln, NE (800 hours).

2306. 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, involving coordination with archeologists, Collections specialists, Library staff, the GIS team, and the Publications team to write short articles and updates related to all aspects of Center activities. Intern will also actively participate in medium and long-term planning for the Center outreach program. Housing and transportation are the intern's responsibility. Located in Lincoln, NE (800 hours)

2307. Midwest Archeological Center, Park Program, Knife River Indian Villages National Historic Site Archeological Action Plan: Assists a Park Program archeologist with the development of an Archeological Resources Action Plan for Knife River Indian Villages National Historic Site, North Dakota. The park contains the ancestral villages of the Hidatsa people and includes the Big Hidatsa National Historic Landmark and the Knife River Indian Villages National Register Archeological District. Duties include compiling information on threatened archeological resources; developing databases and timelines; and integrating information into a project GIS database. This information will be used to generate a report that will provide guidance for the long term management and preservation of resources at the park. Housing and transportation are the intern's responsibility. Located in Lincoln, NE (400 hours).

2308. Grand Teton National Park, Cultural Resources Program: Aids and assists cultural resources specialist in completing National Register nominations and determinations of eligibility for the National Register of Historic Places; documenting section 106 compliance actions; managing cultural resources records; and updating the List of Classified Structures, Cultural Landscape Inventory and Archeological Sites Management Information System. Attends interdisciplinary meetings representing cultural resources interests, and prepares original materials for education on park historical sites. Other duties include helping design inventories for upcoming summer fieldwork; compiling and organizing collected data from the previous field season; researching reference materials; and managing GIS data. Graduate or undergraduate students studying archeology, historic preservation or related field preferred; previous field experience required. Park housing available. Located in Moose, WY, approximately 10 miles from Jackson Hole (480 hours).

2309/2310. Pacific West Region, 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 Seattle, WA (400 hours).

2311. Pacific West Region, Cultural Landscapes Program: Works with and assists historical landscape architects and other preservation professionals to complete Cultural Landscape Inventories (CLIs) located at various National Park sites in California, Washington, and/or Oregon. Duties may include researching the landscape history of a historic property; site visits and field work to document existing conditions; analyzing landscape features; developing site plans; writing narrative sections for the CLIs; 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 parks. Travel costs for fieldwork will be reimbursed through the NCPE program, but housing and transportation in San Francisco will be the intern's responsibility. Opportunity for all preservation fields with an interest in the study of historic landscapes. Located in San Francisco, CA (1200 hours).

2312/2313. Yosemite National Park, Branch of Anthropology, Cultural Anthropology Program: Assists the park's Cultural Anthropologist with the evaluation of culturally significant resources in Crane Flat and Hetch Hetchy areas of Yosemite National Park (YOSE), which 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. Work may include primary and secondary research at YOSE 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. Background in cultural anthropology and experience with systematic qualitative research highly desired. Must be professional, well-organized, and attentive to detail. Work will occur in field and office settings, requiring hiking across rough terrain at high elevations as well as extensive hours in office, library and archive settings. Moderately priced park housing available. Located in El Portal, CA (640 hours).

2314. Yosemite National Park, Branch of Anthropology, NAGPRA Program: Provides assistance to Native American Graves Protection and Repatriation Act (NAGPRA) projects at Yosemite National Park (YOSE). Works directly with the YOSE cultural anthropologist and American Indian liaison as well as anthropology, museum, and research library staff to review and revise existing inventory of Native American human remains, funerary objects, sacred objects, and objects of cultural patrimony housed in YOSE Museum collections. Conducts library and archival research and literature reviews, provides support for consultation with American Indian tribes and groups, and performs database management contributing to a cultural affiliation study of recent inadvertent discoveries. Archival and library research skills essential. Knowledge of or interest in Native American issues desirable. Cultural anthropology, archeology, and/or NAGPRA background highly desirable. Must be professional, well-organized, and attentive to detail. Moderately priced park housing available. Located in El Portal, CA (640 hours).

Department of the Interior Internships

2315. Department of the Interior, Interior Museum Program, DOI Office of the Secretary: Assists with Department-wide projects of the DOI Interior Museum Program and the Interagency Federal Collections Alliance. Activities will include compiling data on DOI bureau museum property,

researching and drafting policy and procedure documents, preparing material for training courses, researching issues on various topics dealing with federal museum property, and updating the Interior Museum Program website (1000 hours).

2316. Department of the Interior, Interior Museum: Works with the Interior Museum staff as a museum technician assisting with museum outreach, research, collections management and registration issues, and related projects. Duties include working with museum visitors by giving tours of the New Deal Era artwork located throughout the building, assisting in public programs, and developing content for the Interior Museum website and social media sites. The Interior Museum is a very small office and this internship will include all aspects of professional museum work (1200 hours).