



HISTORIC PRESERVATION INTERNSHIP WINTER 2017

Position Type

Part-time Internship Opportunity

Schedule

10-15 hours/week

Details

Historic Savannah Foundation (HSF) is offering an internship from January - April 2017 for a motivated individual looking to gain experience in historic preservation and/or a non-profit environment. Involvement will vary between the following tasks:

- Assist with the facilitation of HSF's Preservation Awards Program. Tasks include managing nominations, attending site visits and compiling data.
- Assist with research and writing for multiple projects including the Annual Savannah Tour of Homes & Gardens, Fall Ramble and others.
- Assist with research and educational programming for the Savannah Preservation Festival.
- Assist with programming and participate in events for HSF's Hands on History Program, which works with students in Savannah Chatham County Public Schools, as needed.
- Assist HSF's Architectural Review Committee as needed, including preparation of packets, reviewing architectural proposals and reviewing alterations to easement properties.
- General assistance with day to day tasks of non-profit (i.e. filing, data entry, etc.) and HSF events and programs, as available.

Requirements

This internship is a great opportunity for someone interested in historic preservation, historic research, and educational programming. The candidate should be detail-oriented, organized, work well both alone and with others, have good computer skills, and be self-motivated due to the nature of non-profit work. Proficiency in the following is preferred: Microsoft Office Word, PowerPoint and Excel. Experience with Adobe Photoshop or Illustrator is ideal but not required.

This internship is a non-paid position. We are happy to work with students who would like to complete an internship for school credit. Internships hours can be flexible to accommodate student schedules. Internships are available for both students (undergraduate and graduate) and non-students.

How to apply

Please send cover letter, resume and a brief writing sample to Danielle Meunier at dmeunier@myhsf.org. Please include any information on applicable education and classes completed and your specific areas of interest within historic preservation or related fields.

Historic Savannah Foundation (HSF) is a 501c(3) non-profit historic preservation organization with a strong and dedicated support base. The mission of HSF is to preserve and protect Savannah's heritage through advocacy, education and community involvement. HSF was established in 1955 in order to save the 1820 Isaiah Davenport House from demolition. From this initial project, Historic Savannah Foundation launched a Revolving Fund Program, which has saved over 360 buildings.