



HISTORIC PRESERVATION INTERNSHIP SUMMER 2017

Position Type

Part-time Internship Opportunity

Schedule

15-20 hours/week

Details

Historic Savannah Foundation (HSF) is offering four (4) internships during Summer 2017 for motivated individuals 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 annual easement inspections: conduct site visits, perform conditions assessments, complete monitoring reports and take photos of properties, upload reports to database, file documents and create packages to be mailed to homeowners.
- Create and populate a new database system to track HSF easements.
- Assist with Hands on History Summer Camp: May 29 – June 2: act as camp counselor, supervising students and acting as a guide during camp.
- 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

These internships are a great opportunity for someone interested in historic preservation, property assessments, and educational programming. The candidates 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.

These internships are non-paid positions. 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.