

2018-2019 Communications Internship at the Maryland Historical Trust

Department: Maryland Department of Planning / Maryland Historical Trust (State of Maryland)

Opening Date: August 6, 2018

Closing Date: August 24, 2018 at 5:00 pm

Salary: Not to exceed \$6,000; \$15/hour

Employment Type: Temporary Part-Time

Work Location: Anne Arundel County, Maryland

The Maryland Historical Trust (MHT), the State Historic Preservation Office (SHPO) for Maryland, is seeking a candidate to fill one paid internship in communications. The internship is intended for current graduate students or recent graduates with 1) an interest in historic preservation and a background in communications/marketing OR 2) an interest in communications/marketing and a background in anthropology, archeology, history, historic preservation, museum studies, American studies, or a similar field. Interns will be expected to work approximately 50 days over nine months, with the precise schedule to be determined with the selected candidate.

The intern will support the development and implementation of MHT's Preservation Awards event (likely February 2019), including assistance in award selection (fall 2018) and in the production of awards videos for the event (December 2018-January 2019). The intern will also assist in the drafting and design of the state preservation plan (fall 2018). If time permits, the intern will produce online content related to MHT programs, including case studies of successful projects (especially for financial incentive programs, such as grants and tax credits). Excellent writing skills are essential; experience with graphic design or video production is preferred. The intern will work under the general supervision of MHT staff in the Office of Planning, Education and Outreach.

The intern will receive a total amount not to exceed \$6,000 paid in bi-weekly increments based on the number of hours worked at an hourly rate of \$15 per hour. Office work will be conducted during normal business hours. Opportunities for site visits may be anticipated.

Location:

Maryland Historical Trust
100 Community Place
Crownsville MD 21032

To be considered for the internship, the following must be submitted prior to the closing deadline. If submissions are incomplete, the application may be removed from consideration. Submissions received after the closing date will not be accepted. Applicants must submit:

- Cover letter explaining your interest in the internship, explaining how you would benefit from the position and how MHT would benefit from your participation.
- Academic transcripts (unofficial copies acceptable) showing relevant coursework and major course of study.
- A letter of recommendation from a faculty member or professional in relevant discipline who is familiar with your knowledge, skills, and abilities.
- A writing sample, one to three pages in length.

All items should be sent by e-mail to, and all inquiries directed to:

Nell Ziehl, Chief, Office of Planning, Education and Outreach, Maryland Historical Trust
nell.ziehl@maryland.gov

Candidates can be expected to be notified of their disposition no later than September 15, 2018.