

## **2016-2017 Academic Year Internships at the Maryland Historical Trust**

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

*Opening Date: September 1, 2016*

*Closing Date: October 3, 2016 at 5:00 pm*

*Salary: Not to exceed \$5,000; \$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 candidates to fill two paid academic year internships. The internships are intended for current graduate students or recent graduates with an interest in historic preservation, and a background in anthropology, history, historic preservation, museum studies, American studies, or a similar field. Interns will be expected to work the equivalent of approximately one day per week during the academic year, with precise schedule to be determined with the selected candidates.

It is currently anticipated that one internship will be a preservation easement program internship, while the other will provide more general experience across SHPO programs, including grant programs. The interns will work under the general supervision of MHT easement staff and MHT and Maryland Heritage Areas Authority (MHAA) grants staff and will help support the existing annual and day-to-day activities of the Office of Preservation Services (OPS) and the Office of Planning, Education and Outreach (OPEO).

The easement program intern will be tasked with projects to address some backlogs that have resulted from staffing vacancies, including the development of easement file summary sheets, digitization of easement vertical files, updating of easement property owner information, and assisting with the easement program's annual mailing. The internship will give a student or post-graduate an opportunity to experience working with easement properties and their associated documentation.

The more general SHPO intern will work across sections at MHT on tasks including scanning and cataloging archival records (annual reports, Board minutes, and other historical documents related to MHT); working with the grants software system to update property information and other data entry; conducting research into periods of significance for historic districts; and assisting with grant program workshops. The internship will give a student or post-graduate an opportunity to obtain a more comprehensive understanding of the workings of a SHPO.

Interns will receive a total amount not to exceed \$5,000 paid in bi-weekly increments based on the number of hours worked at an hourly rate of \$15 per hour.

Location:

Maryland Historical Trust

100 Community Place

Crownsville MD 21032

Office work will be conducted during normal business hours. Some opportunities for site visits or field work may be anticipated.

The following must be submitted prior to the closing deadline in order to be considered for the internship. 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. All applicants will be considered for both internships unless explicitly requested in the cover letter.
- 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, related to a discipline relevant to historic preservation, and preferably demonstrating both research and analysis.

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

Anne Raines, Capital Grants & Loans Administrator  
Maryland Historical Trust  
100 Community Place  
Crownsville MD 21032  
[anne.raines@maryland.gov](mailto:anne.raines@maryland.gov)

Candidates can be expected to be notified of their disposition no later than November 15, 2016.