

2017-2018 Academic Year Internship at the Maryland Historical Trust

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

Opening Date: September 11, 2017

Closing Date: October 9, 2017 at 5:00 pm

Salary: Not to exceed \$4,800; \$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 academic year internship. The internship is 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 approximately 40 days during the academic year, with precise schedule to be determined with the selected candidate.

The intern will support the development and implementation of MHT's Preservation Awards event in late winter/early spring, including assistance in award selection and in the production of awards videos for the event. The intern will also produce online content related to a range of MHT programs, including case studies of successful projects (especially for financial incentive programs, such as grants and tax credits) and staff/program profiles for the MHT blog. 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 \$4,800 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

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.
- 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.

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 November 15, 2017.