

Technical Preservation Internship

Historic Preservation - Technical Preservation Services

Compensation: \$2,500.00

Application deadline: March 24, 2024

The Mississippi Department of Archives & History seeks an individual to serve as the *Technical Preservation Intern* in the technical preservation section of the Historic Preservation Division. Interns will assist Technical Preservation staff with Mississippi Landmark projects. The experience gained through this internship will provide this individual with invaluable skills, practical knowledge, and a deeper appreciation for Mississippi's architectural history, paving the way for future endeavors in the vibrant realm of historic preservation work.

Primary Responsibilities:

- Update and maintain inventory for the Technical Preservation Library on Excel sheets.
- Transcribe Mississippi Landmark staff meetings.
- Understand the reviewing process for schematic drawing and design development of a Landmark project.
 - Learn the Secretary of the Interior's Standards for the Treatment of Historic Properties.
 - Understand the implementation of Preservation briefs in the reviewing process.
 - Discuss the observations and comments with staff (final step in the learning process).
- Present a final project report at the Intern Expo on July 25.

Requirements:

- A student pursuing a bachelor's degree in architecture or history or equivalent courses is preferred.
- Passion for historically significant properties.
- Eagerness to contribute meaningfully to the agency's mission.
- Knowledge of handling archival documents.
- Experience using Microsoft Office and the Google Doc tool suite.
- Ability to learn and understand Landmark administration.
- Detail-oriented, organized, and self-motivated.
- Be able to walk, bend, and lift files (up to 15 pounds).
- Close visual acuity to perform activities such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and extensive reading.

Time Commitment:

This internship spans from June 3 to July 26, with a minimum requirement of 160 hours. The working hours are flexible, Mondays through Fridays, between 9:00 a.m. and 4:00 p.m. The specific schedule will be established in accordance with the availability and mutual agreement between the intern and MDAH staff.

How to Apply:

Submit an online application through the [MDAH website](#) by March 24, 2024.

For more information, please contact the Human Resources Program Manager, Erin Blackledge, at (601) 576-6985 or eblackledge@mdah.ms.gov.