



ARKANSAS HISTORIC PRESERVATION PROGRAM

An agency of The Department of Arkansas Heritage

NATIONAL REGISTER & ARCHITECTURAL SURVEY INTERNSHIP

I. **General Overview:**

The Intern will work under administrative direction and will be responsible for researching data on historical properties and performing National Register and Architectural Survey-related duties. This position will be governed by agency policy.

II. **Scope of Work:**

- Researches historic properties to gather information on construction, building history, etc., both at constituent request and as part of agency initiatives.
- Compiles and records gathered information into survey and computerized files, including map and location information, photographs taken during research, etc.
- Researches and writes narrative histories for National Register of Historic Places nominations.
- Performs related responsibilities as required or assigned.

III. **Required Qualifications:**

Knowledge of national, state, and local history and architecture.

Knowledge of historical research methods and techniques.

Ability to research, write and edit historical papers.

Ability to photograph historic properties.

IV. **Working Hours:**

The hours and time of year for the internship can be tailored to the student's needs.

V. **Location of Work:**

The internship will be based in Little Rock with occasional in-state travel.

VI. Intern Supervision:

The intern will be supervised by Ralph S. Wilcox, National Register & Survey Coordinator.

VII. Intern Evaluation:

The intern will be evaluated by Ralph S. Wilcox, National Register & Survey Coordinator.

VIII. Application Process:

Please include the following materials with your completed DAH application:

1. A current resume.
2. A one-page cover letter.
3. A writing sample.
4. Name and phone number of three (3) references that can attest to your character, work ethic and career intentions.

Submit your application and related materials via e-mail to:

Debbie Biggs, DAH Personnel Manager
debbieb@arkansasheritage.org