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
debbie.biggs@arkansas.gov