

# Historic Preservation Internship

## IDAHO STATE HISTORICAL SOCIETY

DEPARTMENT: State Historic Preservation Office (SHPO)

TITLE: Historic Preservation Intern (National Register)

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### Overview:

Interns will be involved in the National Register of Historic Places program for the State of Idaho. Key responsibilities include using external resources and analyzing internal historical data. In addition to researching and writing documents, interns will help create and design individual property profiles. Interns will also have the opportunity to participate in consultation meetings, site visits and other program initiatives.

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### Duties and Responsibilities:

Specific duties include, but may not be limited to:

- Reviewing the National Register of Historic Places program initiatives
- Researching a selected topic for National Register nomination context
- Writing a context for either an individual nomination or a multiple property documentation
- Building standard property profile templates that can be populated for future projects
- Creating property profiles for selected National Register-listed properties
- Presenting research at the Historic Sites Review Board annual meeting and/or the Idaho Heritage Conference

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### Additional Opportunities:

- Will have the opportunity to participate in and learn about the State side of the historic preservation program including attending consultation meetings and site visits
- Will have the opportunity to participate in and learn about public meetings and presentations by presenting final products to the Idaho Heritage Partners committee and other entities (TBD)

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### Objectives:

- The ideal candidate will learn to research and write a National Register nomination/public document, as well as present research findings to a public audience.
- Interns will gain experience in project management, public relations, reading technical drawings, and writing program reports.

- Interns will also gain experience in and an understanding of a national program directly related to the field of history and historic preservation.

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#### Qualifications:

- Currently pursuing a Bachelor's or Master's degree in History, Historic Preservation, or a related field
- Proficiency in MS Word, Excel, and Outlook
- Strong attention to detail
- Experience conducting research
- Interested in learning about historic preservation programs at the State level
- Very task-oriented
- Excellent critical thinking and problem solving skills
- Excellent verbal and written communication skills

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#### Additional Information:

The internship will be located at the SHPO in downtown Boise. The SHPO has a private parking lot that will be available for intern's use. The SHPO staff culture is unique in that most programs are managed by a singular person. However, there are bi-weekly meetings in which all staff related to the "built environment" participate to discuss projects, concerns, ideas, etc. This culture allows SHPO staff to not only work independently on a day-to-day basis, but also to work collaboratively on broader program directions, initiatives, and complex projects. The Historic Preservation Intern's day-to-day tasks and projects will be supervised and approved by the National Register Coordinator. The Intern will have a workspace to themselves.

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#### About the Idaho State Historical Society:

Created in 1881 and established as a state agency in 1907, the Idaho State Historical Society is an extraordinary system of cultural and historic resources comprised of the Idaho State Historical Museum, State Archives, **State Historic Preservation Office (SHPO)**, and Historic Sites Program. We seek to inspire, enrich and engage all Idahoans by leading the state in preserving, sharing, and using history and cultural resources relevant to today to inform and influence the future. The SHPO was founded in 1966 after Congress passed the National Historic Preservation Act (NHPA), which requires each state to manage federal historic preservation programs. The SHPO administers the National Register of Historic Places, Historic Rehabilitation Tax Credits, Certified Local Governments, Section 106 of the NHPA, the Idaho Archaeological Survey, and an inventory of historic properties around the state.

