



TEXAS HISTORICAL COMMISSION
real places telling real stories

THC DIVERSITY INTERNSHIP IN HISTORIC PRESERVATION

GENERAL INFORMATION FOR APPLICANTS

The Texas Historical Commission (THC) seeks to increase the diversity of professionals working in historic preservation, acknowledge the variety of cultures that enrich Texas' heritage, and engage a wider range of organizations and communities in supporting efforts to protect and preserve the history of our state. The Diversity Internship was created to build interest in and awareness of historic preservation, specifically among students from underrepresented ethnic groups. This initiative targets undergraduate students to encourage their interest in pursuing fields of study in history, preservation, architecture, landscape architecture, archeology, downtown revitalization, and heritage tourism. Students will also learn about the impact that historic preservation programs can have on a community's economic development. The goals of the program are to:

- Increase the representation of all cultural and ethnic groups in historic preservation careers;
- Increase the number of historic and cultural resources associated with the state's diverse cultural history that are identified, documented, preserved, and interpreted;
- Increase the number of diverse organizations and communities that are involved in the historic preservation field and served by public and private preservation programs.

These goals reflect the need to address the changing demographics of Texas. Our increasingly diverse population influences how the state views its past, how we interpret our history in the present and in the future, and which historic places and artifacts are preserved for future generations.

Diversity interns will complete a rotation among all divisions headquartered in Austin the first week, and then complete a special project in a division of their choice. Diversity interns will receive a \$5,000 stipend provided by the Friends of the Texas Historical Commission for an eight-week internship (40-hour week). Interns will work under the supervision of the THC, at its headquarters in Austin and/or "in the field" with its historic sites, an associated preservation organization such as a Main Street program, a heritage tourism program, a history museum, or a historical association. Brief progress reports will be required, both during the employment period and at the conclusion of the student's internship. Working with THC staff and programs will expose the interns to the various and exciting vocational opportunities in the field of historic preservation, with the goal of encouraging more students from underrepresented ethnic groups to pursue careers in this field upon graduation. In return, the THC and its partner organizations will have the opportunity to meet promising young people who might choose to work in this field.

Eligibility

- U.S. citizens of African, Hispanic/Latino, Asian, or Native American/Hawaiian/Alaskan heritage
- Junior level or above
- Attending a college or university in Texas, or a Texas resident attending school out-of-state
- Grade Point Average (GPA) of 3.0 or above on a 4.0 system (or comparable GPA)
- Prior recipients are ineligible
- Due to a designated grant, we especially encourage applications from:
 - Students from the following counties in East Texas: Angelina, Jasper, Nacogdoches, Newton, Polk, Sabine, San Augustine, San Jacinto, Shelby, Cherokee, Trinity or Tyler; and
 - Students attending Stephen F. Austin State University or Angelina College.

APPLICANTS SHOULD ADDRESS APPLICATION MATERIALS TO MEET THE NEEDS OF ONE OR MORE OF THE FOLLOWING INTERNSHIPS AVAILABLE FOR SUMER 2012:

Division: Archeology

Department: Review and Compliance; Terrestrial Archeology; or Collections Management

Internship Liaison: Marie Archambeault

Internship Project Title: Customized Project

Location: Austin

Basic Skills Required: Coursework or prior experience in cultural resources management and/or archeology with an emphasis on Texas preferred, though not required. Communication, writing, and research skills are essential. Applicants should have basic computer skills, database management experience preferred.

Project Description: Applicants interested in an internship in the Archeology Division will work with the Internship Liaison in Archeology to develop a project that exposes the intern to an area of interest in archeology and meets the needs of the division. If you are interested in this position, please describe your areas of interest and experience in those areas in the essay portion of the application. Be sure to include research goals and current career interests in the essay.

Division: Architecture

Department: Texas Historic Courthouse Stewardship Program

Internship Liaison: Bess Althaus Graham

Internship Project Title: Historic Courthouse stewardship Program Assistant

Location: Austin

Basic Skills Required: Database entry, marketing with social media tools, database design experience helpful.

Project Description: The intern will develop a database to track maintenance issues, life of construction materials, unique characteristics, and participation in the Texas Historic Courthouse Stewardship Program. Additionally, the intern will develop/enhance program-related social networking sites such as YouTube and Facebook and mapping sites featuring Texas historic courthouses and ongoing restoration and maintenance projects.

Division: Community Heritage Development

Department: Certified Local Government Program

Project Contact: Matt Synatschk

Internship Project Title: Certified Local Government Status and Stories

Location: Austin

Basic Skills Required: Coursework or prior experience with an emphasis on preservation or planning is preferred, though not required. Applicants should be familiar with Microsoft Office applications, especially Excel.

Project Description: The Certified Local Government (CLG) program promotes local historic preservation programs through training, grants, and other services. In addition to working with the 66 CLGs, the CLG program provides services for cities actively participating in other THC programs, including the Texas Main Street program. The internship will focus on investigating the use of preservation tools, including zoning ordinances, financial incentives, and education programs, enabling interns to learn best practices and preservation tools employed at the local level to protect historic assets. Most of the work will be conducted at THC's Austin offices, but there may be an opportunity to participate in meetings and other events in the field.

Division: History Programs

Department: Cemetery Programs

Project Contact: Anne Shelton

Internship Project Title: Historic Cemetery RIP (Record, Investigate, Protect) Project

Location: Austin

Basic Skills Required: Organizational, verbal and written communication, basic research.

Project Description: Interns participating in the historic cemetery RIP Project will have the opportunity to perform site visits, learn basic field research, including introductions to area repositories and contacts, training and survey techniques, and establish connections, reaching out to descendants, community leaders and other volunteers. The project will expose interns to cemetery preservation and conservation standards, landscape and materials identification, conditions assessment and planning. The project work may be performed outdoors, sometimes in rough and uneven terrain. Additional projects may be identified based on student interest and program goals.

Division: History Programs

Department: Historical Markers Program

Project Contact: Sarah McCleskey

Internship Project Title: Undertold Historical Marker Researcher and Writer

Location: Austin

Basic Skills Required: Research, writing, and communication skills; ability to communicate with county historical commissions; ability to analyze and condense text; database management is helpful.

Project Description: The intern will research and write undertold historical marker topics. The intern will prepare the historical narrative, obtain approval from the sponsor and CHC, and will write historical marker inscriptions utilizing local and online resources.

Division: History Programs

Department: Historical Markers Program

Project Contact: Sarah McCleskey

Internship Project Title: Recorded Texas Historic Landmark (RTHL) Inventory Specialist

Location: Austin

Basic Skills Required: Database management; data entry; knowledge of flatbed scanners and scanning equipment and software.

Project Description: The intern will enter data from Recorded Texas Historic Landmark (RTHL) inventory forms received from County Historical Commissions into database, scan and organize images, and update file information. The intern will use mapping technology and online resources to identify and locate RTHL properties.

Division: Historic Sites

Department: Casa Navarro

Project Contact: Maureen 'Mo' Brown

Internship Project Title: Development of bilingual education materials (4th & 7th grade) for Casa Navarro State Historic Site: homestead of José Antonio Navarro.

Location: San Antonio

Basic Skills Required: Prefer fluency in Spanish (reading and writing knowledge), basic knowledge of Texas Essential Skills (TEKS).

Project Description: The intern will work at the Casa Navarro State Historic Site and have the opportunity to shadow the site staff in day-to-day operations, interpretation of the new exhibits, assisting with education outreach programs and events, and assisting with guiding tours to get a holistic view of what it takes to manage and operate a diverse historic site in downtown San Antonio. The main project consists of assisting site staff in creating new bilingual (Spanish/English) 4th and 7th grade level educational materials based on the history of José Antonio Navarro, Casa Navarro, and the old Tejano neighborhood of “laredito”. Ideally one or more products will be created for use with student tours and/or as lesson plans or activity guides that will also be available on the website for educators to use in their classrooms.

Division: Historic Sites

Department: Curatorial

Project Contact: Laura DeNormandie-Bass

Internship Project Title: Art and Decorative Arts Collections Registration

Location: Austin

Basic Skills Required: Interest in art, Microsoft Excel, attention to detail.

Project Description: This project will take place at the Historic Sites Division’s collections repository, a state-agency facility that houses fine and decorative arts and archeology collections. Duties are curatorial in nature and include inventorying incoming and outgoing collections, writing condition reports, and preparing paperwork for objects for accessioning and deaccessioning. This project also includes opportunities for object handling. Object handling training is on the job, so no advanced experience doing so is necessary.

Division: Historic Sites

Department: Confederate Reunion Grounds

Project Contact: Dixie Hoover

Internship Project Title: Oral History and Digitization

Location: Austin and Mexia

Basic Skills Required: Research and writing skills, attention to detail, and interpersonal skills to conduct oral history interviews, database management; and data entry. Knowledge of flatbed scanners and scanning equipment and software is helpful.

Project Description: Document the intangible heritage of the cultural history and social customs of individuals who lived at the Confederate Reunion Grounds and Limestone County in the early 20th century. These individuals were employees of oil companies managing the Pump House, other oil company employees, owners and their families, and individuals related to Confederate veterans who attended gatherings at the Joseph E. Johnston Camp

94 UCV (now the Confederate Reunion Grounds). This project will also digitize family archival materials and oil company materials directly related to the history of the Confederate Reunion Grounds. To date, this cultural and social history has not been well preserved, nor is it available for public access. The intangible heritage preserved through this oral history project will allow for future generations within the community of Limestone County see their place in the context of history and better understand local social customs and cultural heritage.

Division: Historic Sites

Department: Eisenhower Birthplace

Project Contact: Robin Gilliam

Internship Project Title: Neighborhood Homes Near the Eisenhowers, Ca. 1890

Location: Austin and Denison

Basic Skills Required: Research/analysis of findings, map reading, standard computer use.

Project Description: Research information that will help humanize the demographic data on the Eisenhower family's neighborhood. Who rented, and who owned the houses? Where did residents work, what was their income; and how many lived alone, boarded, or had families with them? Maps, city directories, photographs, period newspapers and genealogical data will help in build a better picture of who lived in this part of Denison when Dwight Eisenhower was born.

Division: Historic Sites

Department: Fort McKavett

Project Contact: Cody Mobley

Internship Project Title: Curatorial Assistant

Location: Austin and Fort McKavett

Basic Skills required: Word processing, data entry, prior knowledge of current curatorial methods.

Project Description: This internship will expose the applicant to hands-on curatorial practices involving mid-19th century buildings and artifacts, understanding site preservation issues, and implementation of new interpretive plans within the buildings and museum.

Division: Historic Sites

Department: Levi Jordan Plantation

Project Contact: Amanda McVay

Internship Project Title: Digital Archeology Classroom Exhibit Project

Location: Austin and Angleton

Basic Skills Required: Working knowledge of Microsoft Word and PowerPoint. Some graphic design skills helpful. Working knowledge of American history, history of the South, plantation history, and/or the African American experience in Texas and the United States.

Project Description: Using archeological reports, photographs, artifact images, and field documentation, the intern will develop a digital archeology exhibit to be used as part of outreach programs for area public schools. Content could be made available via web for digital classroom experiences. Some outside research will likely be required to complete this project.

Division: Historic Sites

Department: Levi Jordan Plantation

Project Contact: Amanda McVay

Internship Project Title: Research Database and Cataloging Project

Location: Austin and Angleton

Basic Skills Required: Working knowledge of Microsoft Word, Excel, and standard classification systems. Some knowledge of or interest in American history, history of the South, plantation history, and/or the African American experience in Texas and the United States.

Project Description: The intern will catalog the various reports, documents, photographs, images and other resources compiled in support of the developing Levi Jordan plantation over the past two decades of research and planning. The intern will create a concise finding aid for photographs, images, and documentary research to aid in developing public programs for the site and as resources for future researchers.

Division: Historic Sites

Department: Magoffin Home

Project Contact: Leslie Bergloff

Internship Project Title: Spanish Records Research

Location: Austin and El Paso

Basic Skills Required: Must be able to read, comprehend, and translate a variety of historical documents written in Spanish. Must have excellent communication skills. Should have some research experience.

Project Description: For the last 30 years, the connections between the Magoffin family and their relatives in Mexico have largely been ignored. Recently, staff and other historians have engaged in studying this side of the family. Though significant work has been completed, many records available in Spanish still need to be collected and translated. Some of these sources include the microfilm of the Ciudad Juarez municipal archives, 1726-1970; early Spanish newspapers from the borderland; additional archival collections in West Texas, New Mexico, and northern Mexico. In addition, the information that is gathered needs to be compiled or integrated into existing interpretive materials that allow visitors to have a broader understanding of the history of multicultural family life along the U.S.- Mexico border. Please note: travel to Mexico is not required.

Division: Historic Sites

Department: Varner-Hogg Plantation

Project Contact: Sue Miller

Internship Project Title: Transcription of Patton Records

Location: Austin and West Columbia

Basic Skills Required: Familiarity with academic research, 19th-century handwriting styles, transcription skills, and creation of content report.

Project Description: The intern will read and transcribe court records, family documents, and other items dealing with the Patton family. Work will include preparing reports on various topics within the research files and involves possible travel to the Brazoria County Clerk's office and county museum located in Angleton, Texas for additional research. Work will take place in West Columbia.

Division: Historic Sites

Department: Sam Bell Maxey House

Project Contact: Kaitlin Ammon

Internship Project Title: Clothing and Textiles Curatorial Assistant

Location: Austin and Paris

Basic Skills Required: Preferably some exposure or knowledge in two of the following three areas: working knowledge of fibers and fabrics, Victorian and modern-era costume history knowledge, or museum science knowledge

Project Description: The intern will photograph, re-house, write condition reports, inventory, and place housed artifacts in storage rooms in a museum quality manner. The intern may also work with the existing database of approximately 800 artifacts in the site's clothing and textile portion of the collection. Work will be performed under the guidance of site curator, with oversight and additional guidance provided by the division curator as needed.

Division: Historic Sites

Department: Sam Bell Maxey House

Project Contact: Kaitlin Ammon

Internship Project Title: History Researcher and Database Developer

Location: Austin and Paris, some local travel to research locations

Basic Skills Required: Research and writing, database management, data entry, knowledge of flatbed scanners and scanning equipment and software helpful. Basic knowledge of 19th-century history is helpful.

Project Description: The intern will develop a preliminary body of work by creating a database for future site research needs. The preliminary research will develop documentable sources for Sam Bell Maxey that includes, but is not limited to, the Library of Congress, Texas State Archives, Paris Junior College, Gilcrease Museum, as well as other off-site sources. Additionally, the intern will create a synopsis of information about Sam Bell Maxey that synthesizes Maxey's distinguished career as an attorney (1851-1892) and military man (1846-1850; 186-1865) as related to his residential life in Paris, Texas (1857-1895). Work will be performed under the site manager's guidance and in conjunction with site curator needs, with additional guidance provided by the division interpreter or agency information technology division as needed.

Applications must be postmarked by January 31, 2012.



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THC DIVERSITY INTERNSHIP IN HISTORIC PRESERVATION 2012 APPLICATION FORM AND INSTRUCTIONS

Please read the following instructions and application information carefully.
Incomplete applications or those postmarked after the deadline will not be considered.
Submit one copy of the completed application.

The application below includes guidelines and instructions. The application form is also available at www.thc.state.tx.us/awards/awdfellows.shtml. Send the completed application to: Diversity Internships, c/o Friends of the Texas Historical Commission, P.O. Box 13497, Austin, TX 78711-3497. If using express delivery, send to: Diversity Internships, c/o Friends of the Texas Historical Commission, 1511 Colorado St., Austin, TX 78701. Candidates will be announced in April 2012.

1. Complete the following information.

Mrs. Ms. Mr. Male Female U.S. citizen? Yes No

Last Name: _____ First Name: _____ Middle: _____

Street Address/P.O. Box: _____

City/State/Zip: _____

Phone: _____ Fax: _____ Email: _____

Major: _____ Minor/Concentration: _____

GPA (4.0 system): _____

What level of education have you completed? _____

Ethnicity/Heritage (Check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> African American | <input type="checkbox"/> Asian |
| <input type="checkbox"/> American Indian, Native Hawaiian, or Alaska Native | <input type="checkbox"/> Hispanic/Latino |
| <input type="checkbox"/> White/Caucasian | <input type="checkbox"/> Other (Please explain) _____ |

Which THC division(s) interest you?(Check all that apply)

- | | | |
|-------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Archeology | <input type="checkbox"/> Architecture | <input type="checkbox"/> History Programs |
|-------------------------------------|---------------------------------------|---|

- Community Heritage Development Historic Sites Public Information and Education
-

Which THC program(s) interest to you? (Check all that apply)

- Museum Services Heritage Tourism Historic Cemeteries
 Public Information and Education Main Street Military History
 Historical Markers Historic Courthouses Web Site/Information Technology
-

Which Summer of 2012 **Diversity Internship Projects** interests you? Internship project descriptions are included in the application materials. You may check more than one project.

Located in Austin:

- Archeology Division:** Customized Project
 Architecture Division: Historic Courthouse Stewardship Program
 Community Heritage Development Division: Certified Local Government Status and Stories
 History Programs Division: Historic Cemetery RIP (Record, Investigate, Protect) Project
 History Programs Division: Undertold Historic Marker Stories Researcher and Writer
 History Programs Division: Recorded Texas Historic Landmark Inventory Specialist
 Historic Sites Division: Curatorial: Art and Decorative Arts Collections Registration

Located across Texas at the Respective Historic Site:

- Historic Sites Division:** Confederate Reunion Grounds: Oral History and Digitization
 Historic Sites Division: Eisenhower Birthplace: Neighborhood Homes Near The Eisenhowers, Ca. 1890
 Historic Sites Division: Fort McKavett Curatorial Assistant
 Historic Sites Division: Levi Jordan Plantation: Digital Archeology Classroom Exhibit Project
 Historic Sites Division: Levi Jordan Plantation: Research Database and Cataloguing Project
 Historic Sites Division: Magoffin Home: Research in Spanish Records

- Historic Sites Division:** Sam Bell Maxey House: Clothing and Textiles Curatorial Intern
- Historic Sites Division:** Sam Bell Maxey House: History Researcher and Database Developer
- Historic Sites Division:** Varner-Hogg Plantation: Transcription of Patton Records

SUPPLEMENTAL INFORMATION

1. **Attach a *curriculum vitae* or résumé. Include scholarships, fellowships, grants, awards and publications.**

2. **If English is not your native language, describe the level of your proficiency in reading, conversing and writing in English.**

3. **Official transcripts from appropriate institutions are required. Unofficial transcripts will not be accepted. List the colleges or universities from which you are enclosing transcripts.**
 - a. _____
 - b. _____
 - c. _____

4. **Attach letters of reference from two (2) persons familiar with your scholarship, work experience, career goals and history of community service. The following page provides an explanatory letter to send when requesting a letter of reference. *All reference letters must be provided in a sealed envelope with the referee's signature over the flap.* Letters of reference must be included with the application form and will be considered confidential unless confidentiality has been specifically waived by the referee. List below the names and addresses of the two persons whose letters of reference you are enclosing:**
 - a. **Reference Name:** _____
Street Address/P.O. Box: _____
City/State/Zip: _____
 - b. **Reference Name:** _____
Street Address/P.O. Box: _____
City/State/Zip: _____

5. List any previous experience or relationships with the Texas Historical Commission and its staff.

6. Do you have any relatives affiliated with the agency? If yes, please list name(s) below:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

7. Statement of intent to apply and signature:

I am applying to the 2012 THC Diversity Internship and I confirm that all information submitted is correct as stated. I have read the application instructions and, if selected, I agree to comply with all THC policies, procedures and employment requirements.

Signature: _____ Date: _____

**PLEASE ATTACH SEPARATE SHEETS TO ANSWER THE FOLLOWING QUESTIONS.
USE TIMES NEW ROMAN IN 12-POINT FONT AND 1 INCH MARGINS.**

8. Why do you want this internship and why are you qualified? (max. 500 words)

9. Describe career interests and/or research you wish to explore through this internship.
(max. 250 words)

10. Why do you wish to work at the THC or an affiliated organization? (max. 250 words)

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REQUEST FOR A LETTER OF REFERENCE

To Referees of Texas Historical Commission Diversity Internship Applicants:

The Texas Historical Commission's (THC) Diversity Internship Program was created to generate interest in historic preservation among college students of African, Hispanic/Latino, Native American/Hawaiian/Alaskan or Asian heritage. Begun in 2007, the program encourages students to consider pursuing careers in history, architecture, archeology, landscape architecture, downtown revitalization and heritage tourism. The interns also learn about the impact that historic preservation programs can have on a community's economic development. Applicants must be Texans and students at a junior level or above currently enrolled at a college or university. Their GPA must be 3.0 or above on a 4.0 system (or comparable GPA).

Diversity Interns will complete a rotation amongst all THC divisions headquartered in Austin and then complete a special project in a division of their choice based on available internship postings. Diversity Interns will receive a \$5,000 stipend for an eight week internship (40-hour week). Interns will work under the supervision of the THC, at its headquarters in Austin and/or "in the field" with its historic sites, an associated preservation organization such as a Main Street program, a heritage tourism program, a history museum or a historical association. Brief progress reports will be required, both during the employment period and at the conclusion of the student's internship. Working with THC staff and programs will expose the Interns to the various and exciting vocational opportunities in the field of historic preservation, with the goal of encouraging more students from underrepresented ethnic groups to pursue careers in this field upon graduation. In return, the THC and its partner organizations will have the opportunity to meet promising young people who might choose to work in this field.

You are being asked by a Diversity Internship applicant to provide a letter of reference regarding his/her qualifications for this award. Please provide an evaluation regarding the applicant's ability and potential contribution to the field of historic preservation. Apart from your evaluation using the criteria noted above, we also seek your personal insights regarding the candidate's record of community service, any life experience as it relates to the field of historic preservation, or other relevant potential career interests or activities. We also ask that you disclose any perceived conflict of interest in providing a reference for this applicant.

All reference letters are confidential. Contents will not be revealed to the applicant unless confidentiality has been specifically waived by the referee. **Please send your letter to the applicant in a sealed envelope with your signature over the flap.** All reference letters will be enclosed by the student with the completed application form, so we ask that you send your letter in sufficient time for the applicant to meet the **postmark deadline of January 31, 2012.**

For more information, please visit the THC's web site at www.thc.state.tx.us. Thank you for your assistance in creating a talented corps of future preservation professionals.

Sincerely,



Mark Wolfe
Executive Director
Texas Historical Commission



Gay Ratliff
Chairman of the Board of Trustees
Friends of the Texas Historical Commission

