



Presidio Trust

INTERNSHIP POSITION

Presidio of San Francisco, Full-time, 11 months, Housing + Stipend

Position Title: Archaeology Intern
Department: Presidio Heritage Program
Reports To: Kari Jones, Archaeologist

Are you passionate about archaeology, history, and working with the public?

Join our dynamic team and help support the Heritage Program at the Presidio. We are embarking on a long-term public research project to excavate *El Presidio de San Francisco*, the Spanish Colonial archaeological site buried just below the ground surface at the center of the park. The Presidio Heritage Program invites the public to witness archaeology in action through an open site and open lab approach. You will work as part of a team of staff, interns, volunteers, and docents to create an ongoing platform for visitors to engage directly with history and archaeological discovery.

ABOUT THE PRESIDIO

Guardian of the Golden Gate for more than 200 years, the Presidio endures as a place of service and possibility. Now a distinctive part of the national park system, this magnificent American landmark invites visitors to be inspired by its beauty and to participate in a variety of programs that draw on its history and natural resources. The Presidio is also home to a vibrant community of people who work and live in the park. The Presidio is part of the Golden Gate National Recreation Area, one of the world's most extensive national parks in an urban setting, spanning over 80,000 acres on both sides of San Francisco's Golden Gate.

The Presidio Trust is an innovative federal agency created to save the Presidio and transform it for a new national purpose. The Trust's vision is that the Presidio will be forever a public place: vital to the Bay Area, important to all Americans, and recognized for achieving broad benefits for the nation. To learn more, visit www.presidio.gov.

POSITION OVERVIEW

The Archaeology Intern will support both field and laboratory initiatives of the Presidio Heritage Program. Significant archaeological areas and collections managed by the Presidio Trust include those from the Ohlone, Spanish Colonial, Mexican, and American periods of occupation. Activities take place in the public sphere, and the intern will be expected to interact with visitors and be a spokesperson for the program, explaining the archaeological process and research on a daily basis. The internship is a career development opportunity designed to give recent graduates a venue for improving skills in field archaeology, historic research, laboratory analysis, collections management, and public interpretation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contributes to field investigations including excavation and laboratory processing
- Completes laboratory analysis of recovered archaeological data and conducts collections-based research
- Contributes to the writing and preparation of archaeological reports and non-technical publications

- Works with the Trust Curator and Collections Specialist on collection management, data entry, conservation, and exhibition
- Performs archival and background research working with the Trust Historian
- Presents and interprets archaeological research to the public and to Trust and National Park Service staff
- Incorporates appropriate technology into the internship as directed. May be required to use illustration software, data analysis software, databases, and other data management software
- Participates in Presidio Trust public events and programs as needed

QUALIFICATIONS

- A bachelor's degree from an accredited university in anthropology or a related field, with specialized archaeology training in field and laboratory methods
- Knowledge of the professional practice of archaeology acquired through education or experience. Previous archaeological field school or equivalent training with a minimum of 4 weeks of previous excavation and/or laboratory experience is preferred
- Research interests that overlap with some aspect of the Presidio Heritage Program
- An understanding of how field and lab processes articulate with broad research goals
- Skill in oral communication to ensure that presentations to the public are informative, clear, and convey the intended message
- Strong desire to work with the general public, many of whom have little to no previous exposure to archaeology
- Proven ability to work as part of a team
- Skill in written communication to ensure that documentation is well-written and information is presented effectively and clearly
- Ability to focus on repetitive tasks while maintaining enthusiasm
- Capacity for independent judgment
- Must be a US Citizen and at least 21 years old
- Ability to drive preferred; must possess a valid State driver's license

WORK ENVIRONMENT AND PHYSICAL CONDITIONS

- The position requires periods of standing, walking, climbing, and lifting and carrying heavy objects
- Work is performed both indoors and outdoors with weather conditions ranging from hot, dry and dusty to foggy, cold and rainy. Work may be performed around heavy equipment.
- Indoor work is performed in typical office and laboratory settings
- The position requires working both independently and as a team and involves working with a variety of Trust staff and volunteers
- The volunteer intern may be required to drive and be a passenger in a motor vehicle. Selected candidates may be required to provide a photocopy of their current valid State driver's license.

EXPERIENCE OFFERED

- Gain professional development in a team setting
- Cultivate individual research interests with support from professionals in your field
- Work in the Presidio Archaeology Lab, where you will have exposure to archaeological contractors and academic partners
- Learn and practice hands-on skills in archaeology, historic research, collections management, federal cultural resource management, federal curation, and park management.
- Develop skills in community engagement, public speaking, and leadership

- Great opportunity to live in a national park and work with staff and volunteers from diverse backgrounds who share a common interest in public service, engaging the public, and preserving the cultural and natural history of the Presidio

TERMS

The position is considered volunteer and is part of the Presidio Trust's Volunteer Program. Successful applicants are required to sign the Presidio Trust's Volunteer Agreement. Interns are provided single (one person) occupancy dorm-style housing in the Presidio and must abide by the Presidio residential rules. You must reside in the housing provided to receive the stipend. We cannot accept non-residential interns. If you are interested in non-residential opportunities, please visit our volunteer page at www.presidio.gov/volunteer.

Archaeology internships are offered twice a year, with start dates in January and June.

Application Deadline: October 1 (January start) and March 1 (June start)

Decision Date: December 1 (January start) and May 1 (June start)

Start Date: January 15 (January start) and June 15 (June start)

Length of Position: 11 months

Schedule: 40 hours per week, Tuesday-Saturday schedule. Some evenings and weekends may be required.

Stipend: \$300 every two weeks

Transportation Benefit: \$50 monthly parking permits for car owners or \$50/month for non-car owners

Housing: Interns are provided a single occupancy (one person) room in dormitory-style housing in the Presidio with basic accommodations including a furnished private room, shared kitchen, and common areas. Interns must sign a housing contract, abide by the residential rules and contribute to the maintenance of the household. Interns must reside in the housing provided to be eligible for the internship. We cannot accept non-residential interns.

TO APPLY

Applications are accepted on an ongoing basis. Interested candidates should send a cover letter and resume by email to archaeology@presidiotrust.gov before the application deadlines (October 1 and March 1). In the subject line, please specify which internship (January or June start) you are applying for. PDF format is preferred but Microsoft Word versions are acceptable. If you are unable to submit a digital application, you may submit a paper application to:

Kari Jones, Archaeologist
Presidio Heritage Program
PO Box 29052
San Francisco, CA 94129

Your cover letter should provide a brief explanation of your interest in the position relative to your future educational and career goals. The strongest applicants will be clear about what they can contribute to the Heritage Program with specific reference to the position description. If you have any special skills or interests, please include those. The resume should outline the applicant's relevant experience and include contact information for three references familiar with the applicant's previous work or academic experience.

We will review applications received and will select some or all for interviews to be conducted at a mutually arranged time. Applications will not be kept on file after a decision is made. If you were not accepted in one round and still wish to be considered for the next round, you will need to **reapply**.

The Presidio Trust is dedicated to representing the community it serves. We encourage candidates that will bring diversity to the Trust to apply.