Historic Preservation Intern

The Presidio Trust is seeking a Historic Preservation Intern to serve as a key member of our Legal Compliance and Preservation team. The Presidio is a new kind of national park. It is home to the spectacular vistas, nature and programs that visitors would expect as well as a community of residents and organizations who bring renewed vitality and purpose to this former military post. The Presidio Trust is an innovative federal agency created to save the Presidio and share it with the public. The Trust’s Preservation team supports the management of the historic sites, buildings, structures, and objects within this National Historic Landmark District. Learn more at www.presidio.gov.

Our ideal candidate is an individual who wants to learn how to make building and landscape specific treatment recommendations based on site conditions, research, and standards. Working closely with and being mentored by the Historic Compliance Coordinator, this internship includes conducting archival research, fieldwork and writing a report for one or more historic buildings in the Presidio. If you want to learn how to determine if projects meet the Secretary of the Interior’s Standards and gain valuable experience in research, resource identification, and the preparation of technical documents, this internship is for you.

Responsibilities

- Research buildings and landscapes in archives, Widen, and project files
- Conduct field assessment/surveys
- Develop resource specific treatment recommendations based on SOI standards
- Develop a technical report to support the management of a resource
- Participate in National Historic Preservation Act NHPA compliance review of various proposals to determine if projects will meet the Secretary of the Interior’s Standards

Required

- An active graduate student in an MA or MS historic preservation or closely related field
- Strong archival research skills
- Familiarity with building systems and materials
- Proficient understanding of architectural styles
- Strong verbal and written communication skills
- Detail oriented with the ability to multi-task
- Strong work ethic with the ability to be flexible and adapt to changing priorities
- Teamwork skills, including ability to work collaboratively, efficiently, and at times independently
- Solid computer skills with proficiency in Microsoft Office, Word, Excel and PowerPoint

Desired

- Experience participating in architectural surveys
- Experience preparing written reports documenting historic resources
- Ability to present information and respond to questions from colleagues
A valid Class C California Driver’s License is helpful but not required. The position may involve driving to different historic sites to conduct archival research and fieldwork to prepare a report for one or more historic buildings in the Presidio.

**Why Apply**

- Gain professional development in a team setting
- Learn how to make building and landscape specific treatment recommendations
- Learn how to determine if projects meet the Secretary of the Interior’s Standards
- Gain valuable experience in research and the preparation of technical documents

**Terms**

- **Start Date:** June 15, 2020
- **End Date:** August 21, 2020
- **Length of Position:** 10 weeks
- **Schedule:** 40 hours per week, Monday - Friday schedule
- **Compensation:** $20.51/hour

**To Apply**

Interested candidates should apply by email with cover letter, resume and contact information for at least two references to Internship Coordinator Karen Braseth at interns@presidiotrust.gov. PDF format is preferred but Microsoft Word versions are acceptable. Your cover letter should provide a brief explanation of your interest in the position relative to your future educational and career goals. 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 two 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.

**About Historic Preservation**

The Presidio Trust Historic Preservation Program ensures that the Landmark District maintains its historic integrity while serving the public and community needs. We work closely and coordinate with the Land and Building Stewardship Division and the Park Development and Visitor Engagement Division on the development and implementation of projects and programs. In 2018, the compliance team reviewed and participated in the planning process for 70 Presidio Trust projects.

**Background Investigation**

The Presidio Trust has identified this position as subject to a driver’s license and a standard employment background investigation, which shall consist of a review of applicable county, state and Federal criminal and civil records. An individual’s granting of a background investigation and resulting report is voluntary, however, employment is contingent upon the successful completion of the investigation. The Trust may refuse to hire an individual, rescind an offer of employment, or review and terminate the employment of a current employee who does not successfully complete a background investigation.
The Presidio Trust is an equal opportunity employer. Our Internship Program values diversity, equity, and inclusion. We strive to diversify our workforce and seek applications by individuals from all backgrounds, abilities, cultures, orientations, identities, and communities. Questions: Call (415) 561-2730 (Monday-Friday, 8 am – 5 pm) or send an email to interns@presidiotrust.gov.