



**Position:** Underrepresented Heritage Internship – Women’s Heritage

**Start Date:** January 8, 2024

**Timeline:** 400 hours @ 10-15 hours per week through June 30, 2024

**Application Deadline:** December 18

**About Preservation Austin:** Preservation Austin exists to empower Austinites to shape a more inclusive, resilient, and meaningful community culture through preservation. Our nonprofit inspires Austinites to become advocates for historic preservation through advocacy, programming, grants, and outreach.

### **About the Job**

Underrepresented heritage includes places of meaning to the African American, Mexican American, Indigenous American, Asian American, and LGBTQIA communities, and also women. These sites and stories have been historically overlooked but represent a more accurate and diverse portrayal of Austin's past.

This internship will focus on identifying, documenting, and interpreting historic places that demonstrate the critical impact that generationally, ethnically, and racially diverse women have played in shaping Austin’s culture and built environment.

Candidates must demonstrate experience with archival research, academic writing, and photography.

### **Deliverables**

This position reports to the Executive Director and will collaborate with Preservation Austin’s staff and committees, including board members and community volunteers, as needed.

Projects and tasks may include the following based on the candidate’s skill set:

- Development of educational materials and reports, including research, writing, photography, and design.
- Assisting with education programming, including lectures, tours, and exhibitions.
- Development of social media campaigns, including photography and video.
- Presenting to local commissions and neighborhood groups.
- Assisting with community engagement efforts, including data analysis and surveys.

Interns should be Austin-based and available for bi-weekly check-ins by Zoom.

10-15 hours per week. Employee is responsible for recording and submitting hours.

\$15/hourly. Preservation Austin does not offer health benefits or paid vacation for temporary employees.

### **About You**

- Show a passion for history and advocacy, with experience in research and writing.
- Excellent communications skills and understanding of how quality content and tone contribute to our nonprofit's public image.
- Demonstrate effective organizational skills, including the ability to prioritize and meet deadlines, and keep managers aware of project statuses. Attention to detail is key.
- Enjoy public speaking and working with members of the community.
- Experience with GIS mapping, data analysis, and/or statistics is a plus.
- Ability to work remotely and maintain open communication while online with team members.
- Proficient in using social media platforms (Facebook, Instagram, TikTok) and software (Spacespace, Canva, iMovie, Microsoft Office, Google Drive, Adobe Creative Cloud).

### **What It Takes**

- Master's degree in progress, preferably in historic preservation, history, art history, public policy, political science, urban planning, or urban studies.
- Access to a laptop computer, internet, and transportation for research and field work.

### **Interested? Applications are due December 18, 2023.**

Submit your resume and cover letter via email to Executive Director Lindsey Derrington at [lindsey@preservationaustin.org](mailto:lindsey@preservationaustin.org). Include "UH Intern Application – Women's Heritage" in the email subject line. Short writing samples (500 words or less) are welcome.

No phone calls, please.

Funding for this internship is provided by the City of Austin Planning Department, Historic Preservation Office. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, veteran status, sex or age.