Cemetery Operations - Cemetery Conservation Intern

Dates of Internship

Summer 2019 (6/1/19-8/30/19)

Supervisor

Tonja Walls-Davis

512-978-2320

512-978-2321

Tonja.Walls-Davis@austintexas.gov

Work schedule

20 hours, Flexible Mon-Fri 8-5

Is this Paid Internship?

Yes

Primary Project

* Assist with the assessment and document of historic cemetery resources
* Develop conservation treatment plans based on assessments
* Conduct research related to cemetery spaces and lots
* Answer phones, greet customers, and conduct research based on customer needs

Internship Goals

* Learn basic cemetery conservation assessment and treatment skills
* Learn to complete conservation condition assessments, treatment plans, and treatment reports
* Learn to conduct primary source research relating to cemeteries
* Understand how municipal cemeteries operate

Qualifications

* Undergraduate or graduate student in Historic Preservation, Architecture, History, Art History, geography, GIS or a related field
* Interest in the preservation of historic cemeteries
* Advanced skills in archival research using databases and primary source material
* Understanding of ArcGIS
* Experience interacting with customers and the public
* Experience in art/architectural conservation or sculpture preferred
* Ability to work outdoors and lift up to 30 lbs.

Additional Information

Please contact Intern Supervisor for an application packet and application deadlines.