

TEXAS HISTORICAL COMMISSION

Preservation Scholar Projects 2019

Applicants should address their application to meet the needs of one or more of the following internships available for Summer 2019. On the application, you will be selecting the Division/Historic Site in which you wish to work in and a project will be selected between the intern and the hiring division/site prior to internship.

Agency Division: **Archeology**

Location: Austin, TX

The Texas Historical Commission's (THC) Archeology Division works to identify, protect, and preserve Texas' irreplaceable archeological heritage. Using a regional approach, archeologists and staff participate in a variety of activities to support this mission. The division is made up of these programs and projects:

- [State Archeology Program](#)
- [Marine Archeology Program](#)
- [State and Federal Review](#)
- [Historical Designations](#)
- [The Texas Historic Sites Atlas](#)
- [Staff Archeologists](#)

Internship Projects available:

- **Texas Archeological Sites Atlas Internship** - This internship will assist Archeology and GIS staff with a major update to the Texas Archeological Sites Atlas. The Atlas is a long-standing WebGIS platform that is critical for researchers and federal, state, and private cultural resource management professionals who are working in the Texas. The internship will provide the opportunity to learn ArcPro, a new geospatial management platform used in a variety of industries, from the basics, while also becoming familiar with the types of archeological data available for regulatory, preservation and research contexts.
 - Basic Skills required: General working knowledge of Microsoft Office (Word, Excel) is required. The intern will be trained on other required software as part of the internship.
 - Degrees sought: Any
- **Texas Archeological Predictive Modeling Internship** - This internship will assist Archeology and GIS staff with developing a WebGIS environment to help researchers and cultural resource management professionals predict the locations of unrecorded archeological sites. The intern will have the opportunity to learn new functionalities in Portal for ArcGIS and the Archeological Sites Atlas while preparing environmental data for use as base layers and model inputs. The project will culminate with the production of a Web-based GIS model of a region of Texas that predicts archeological locations and a user-guide for other archeologists to use.
 - Basic Skills required: General working knowledge of Microsoft Office (Word, Excel) is required. The intern will be trained on other required software as part of the internship.
 - Degrees sought: Any

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- **Lake Gilmer Project Archaeological Curation** - The internship involves working closely with the collections manager to process and prepare for final curation the artifacts and records generated from the survey, testing and data recovery excavations of several Late Woodland and Caddo period archaeological sites. Work will be conducted primarily in a lab environment and expose the intern to a wide variety of archaeological techniques for documentation, analysis, and curation of records and collections. The project will expose the student to archaeological data organization and identification. The student should better understand how to think through the implications of conducting an archeological project and what types of materials it generates.
 - Basic Skills required: None
 - Degrees sought: History, Anthropology, Library Sciences, Museum Studies, Accounting
- **Fort St. Louis/Presidio La Bahia Artifact Analysis and Curation** - The internship involves working closely with the collections manager and staff archeologists to inventory, curate and assist in the analysis of artifacts recovered from excavations of the 1680s site of the French explorer La Salle's settlement, Fort St. Louis, and the later 1720s Spanish Colonial presidio La Bahia. Work will be conducted primarily in a lab environment and expose the intern to a wide variety of archaeological techniques for documentation, analysis, and curation of records and collections. The project will expose the student to archaeological data organization and identification. The student should better understand how to think through the implications of conducting an archeological project and what types of materials it generates. Student will also get an inside view on the production of a large-scale archeological report.
 - Basic Skills required: None
 - Degrees sought: History, Anthropology, Library Sciences, Museum Studies, Accounting
- **Curatorial Facility Certification Program Assistant** – The internship involves working closely with the AD collections manager and curatorial facilities certification program coordinator to assist in developing a database of state-associated archeological collections and web content showcasing the certified facilities and their collections. In addition, this person will assist with curatorial tasks with the Archeology Division collections as needed. The project will address problem relating to the accessibility of data for state-associated archeological collections, as well as make the facilities storing these collections more publicly visible.
 - Basic Skills required: None required, but a familiarity with database and web design applications a plus.
 - Degrees sought: History, Anthropology, Library Sciences, Museum Studies, Accounting, Art

Agency Division/Site: Architecture

Location: Austin, TX

This division works to preserve and protect Texas' diverse architectural heritage. Staff members provide design and rehabilitation advice to assist with preserving properties that span the state's rich history, from majestic historic county courthouses and commercial buildings to Spanish missions and simple log cabins.

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- [Courthouses](#)
- [Federal and State Tax Credits](#)
- [State and Federal Project Review](#) (including Section 106 of the National Historic Preservation Act, State Antiquities Landmarks and Recorded Texas Historic Landmarks, and Preservation Covenants and Easements)
- [Disaster Relief](#)
- [Historic Buildings and Properties](#)

Internship Projects available:

- **Creating Webinars on Courthouse Stewardship Project** - This project is intended to deliver pre-recorded information on Texas courthouses in a creative format to the public. Audio and video content is available and needs to be edited as webinars accessible through the THC's website. Many counties do not have access to best practices information for courthouse preservation. This project will provide the means for the building "stewards" to better care for their buildings.
 - Basic Skills Required: The candidate should have an interest in Texas history, culture, and/or architecture. Skills needed include Powerpoint preparation, video editing and production. Website experience is helpful but not necessary.
 - Degrees Sought: Communication, Architecture, Film, Education
- **Preservation Easement Monitoring Project-** The Texas Historical Commission will be engaging a professional firm to make recommendations for improvements to the agency's historic preservation easement program. The internship will assist in completing recommended staff follow up outside the scope of the contracted services. This may include file research to assemble baseline documentation, adding or enhancing database records, and attending easement monitoring site visits to assess current conditions and easement compliance. The internship represents a unique opportunity to learn about easement best practices and assist in their implementation alongside agency staff. Adequate easement and covenant oversight is a challenging issue for State Historic Preservation Offices nationwide, particularly with regards to former federal properties.
 - Basic Skills Required: Writing skills, architectural photography and documentation, research and organizational skills
 - Degrees Sought: Historic Preservation; Architecture; Library & Archival Studies
- **Hurricane Harvey Disaster Recovery Grant Program Project** - The Texas Historical Commission anticipates receiving up to \$12.3 million from the National Park Service in Hurricane Harvey disaster recovery funding. Most will go towards grants to affected property owners. This is the first time this type of disaster recovery funding has been available in Texas, so this internship represents a unique opportunity to interact with a dynamic and fast-paced grant program. The grant program will touch on multiple issues related to disaster recovery, including improving the resilience of historic properties in future disasters and ensuring historic preservation is included in disaster planning and vice versa.
 - Basic Skills Required: Writing skills, architectural photography
 - Degrees Sought: Historic Preservation, Architecture
- **Technical Resource Library Project** - The intern will work to compile existing technical resources for inclusion on the agency's Buildings and Property webpage which is a resource for historic

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property owners and preservationists. The research and resources collected will serve as a digital resource library with a focus on technical information and guidance.

- Basic Skills Required: Coursework in architecture or historic preservation with a focus on the technical aspects of preservation a plus. Skills in database entry, writing about historic preservation, online research, and hands-on preservation experience.
- Degrees Sought: History, Architecture, Archeology, Anthropology, Education, Historic Preservation, Public History, Museum Studies, Library & Archival Studies, Humanities, Communication, & Information Technology

Agency Division/Site: **Community Heritage Development** **Location:** Austin, TX

This division works in partnership with communities and regions to revitalize historic areas, stimulate tourism, and encourage economic development through the use of preservation strategies.

- [The Texas Main Street Program](#)
- [Heritage Tourism](#)
- [Texas Heritage Trails Program](#)
- [Certified Local Government Program](#)
- Education and Outreach
- [Economic Impact Study](#)

Internship Projects available:

- **HPO Course Development Support** - This project is to design and to layout the online Historic Preservation Officer (HPO) Bootcamp course. The selected student will assist the Certified Local Government Program and Main Street staff compile, organize, and layout content on the Texas Historical Commission's (THC) website related to the HPO Bootcamp course. The selected student will not be responsible for developing content for the course. Course material will include recorded webinars, videos, and handouts. Often people fill the role of a local historic preservation officer without formal training nor professional experience. The HPO Bootcamp is designed to teach the basic concepts of preservation for practical use in an HPO position. The project will provide easily accessible training materials about basic preservation principles and practices at the local level.
 - Basic Skills Required: MS Office, basic written language skills, basic computer skills, working knowledge of website development (Drupal) experience helpful but not required.
 - Degrees Sought: Any

Agency Division/Site: **History Programs** **Location:** Austin, TX

This division works with citizens, county historical commissions, museums, cemetery associations, local governments, state and federal agencies, and other interested parties to identify, evaluate, and interpret the historic and cultural resources of Texas. The Division includes these projects and programs:

- [State Historical Marker Program](#)
- [National Register of Historic Places](#)
- [Historic Cemetery Preservation](#)
- [County Historical Commission Outreach](#)
- [Museum Services](#)

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- Public Project and Tax Credit Reviews
- [Military History Program](#)
- [Historic Resources Survey](#)
- [Historic Texas Highways](#)

Internship Projects available:

- **Museum Services Technical Leaflet(s) Project** – In this project the intern will conduct research on a mutually agreed upon topic; most likely starting a museum or closing a museum. Once the research is complete, the scholar will develop a short technical leaflet (3-4 pages) that serves as a guide and a resource for where to find more information. When complete, this document will be available in the Technical Assistance section of the Museum Services web page as a free resource. More than one topic can be covered, if time allows.
 - Basic Skills Required: Research experience, excellent writing skills, familiarity with the museum profession is useful.
 - Degrees Sought: Museum Studies, Public History, History, English, Communications, Education, Art History, Art, Liberal Arts, Humanities, Public Administration, Archeology
- **Historical Marker Writer/Researcher** - In this project the intern will research and write historical marker topics, some selected through the Undertold Marker Program. The intern may complete other tasks as needed, such as database work, editing, assisting with training and workshops, conducting site visits, and more. An internship in the Historical Marker Program will allow the student to gain experience with research, writing and editing, but most importantly, the student will gain an accurate view of public history and historic preservation on a daily basis. Often, history can be interpreted in different ways. Incorporating different viewpoints and backgrounds into our program benefits the applicants and the state of Texas by broadening the impact of historical markers on the public.
 - Basic Skills required: Excellent research, writing and communication skills; ability to analyze and condense text; knowledge of online and in-person research sources and methods.
 - Degrees sought: Any
- **Green Book Travel Guide Research and Mapping Project** – Student would do data entry into Excel spreadsheet for listed resources in historical African-American travel guides (Green Book, Bronze American Guide, etc.) for particular community(ies), do in-depth research on that community for the listed resources looking for any articles, city guides, postcards, advertisements, Sanborn maps, etc. in order to create a visually interesting poster for the community. This would be accompanied by GIS mapping of individual resources in each community. African-American travel is a little-known aspect of American life then and now. Currently, most websites on this topic just feature a GIS map with a list of resources with little other information about the resources or the people who owned these resources. Creating the poster brings attention to this topic in a more visually interesting way while providing more historical background.
 - Basic Skills required: Online historical research skills, Microsoft Excel, ArcGIS mapping, graphic design for creating digital posters
 - Degrees sought: History, GIS
- **Sharing Cemetery Preservation Success Stories** - The intern will work with Cemetery Preservation Program staff to identify cemetery preservation success stories and share these stories with a wide audience through a variety of print, electronic and web-based

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publications. This may involve interviews with persons involved in the projects, along with any necessary background research needed to provide an accurate and engaging description of the project and the factors that enabled success. Intern may also assist with the research of special topics for use in developing a digital resource library with a focus on technical information and guidance materials for cemetery preservation activities. Cemetery stewards often feel as if they have to start from scratch to find a solution to their preservation challenges. However, many situations are not unique and others have achieved great results by applying a range of strategies. This project will help define the specific factors that can lead to success and provide inspiration to those facing challenging cemetery preservation issues.

- Basic Skills required: Excellent writing, editing, communication and organizational skills are required. The successful candidate will be able to conduct short interviews with external partners (in person or via email or phone), solicit relevant information, conduct follow-up research, and provide concise summaries in a manner that is informative and engaging. Specific knowledge of cemetery preservation is not required, but the ideal candidate will be familiar with accepted principles, techniques and procedures for preserving historic sites in general. Experience creating and editing Drupal-based website content is preferred
- Degrees sought: Marketing, Journalism, Communication, English, History, Public History, Historic Preservation, Museum Studies, Anthropology, Archaeology, Organizational Studies, or other relevant fields.

Agency Division: **Communication**

Location: Austin, TX

This department promotes the agency's projects and programs, and develops outreach strategies to increase awareness of the agency's mission and purpose. The staff:

- Develops and implements marketing communications campaigns.
- Coordinates public and media relations and staffs the public information office.
- Designs and produces promotional materials such as brochures, invitations, programs, ads, and flyers.
- Produces content and maintains the agency's web site.
- Assists with developing and implementing heritage tourism promotions.
- Plans and executes special events, grand openings, and press conferences.
- Publishes the agency's quarterly newsletter, The Medallion.
- Creates information and maintains the agency's social media presence.

Internship Projects available:

- **Editorial Internship** - The Editorial intern will assist the Communication Division's editorial team in writing, editing, researching, fact-checking, and publishing a wide variety of digital and print content. Outlets include the THC's website and Medallion magazine. Responsibilities include administrative support. Selection will be based on the candidate's demonstrated writing ability, familiarity with tech platforms, and interest in/involvement with subject matter.
 - Basic Skills Required: Basic analytical and problem solving skills, including issue identification and prioritization. Excellent organization and project management skills. Must have some reporting/writing experience (clips are required) Ability to collaborate and achieve results with supervision, including ability to interact professionally with key internal and external stakeholders as needed. Communication skills that come from

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good listening techniques; a clear, concise writing style; and good verbal skills. Knowledge of AP Style and grammar. Previous experience with blogging and social media platforms preferred. Knowledge of Microsoft Office. Familiarity with photo editing and video editing software a plus. Studies in journalism, writing, English, communications, history, or a related field preferred. Interest in subject matter a plus

- o Degrees Sought: ALL

Agency Division: Historic Sites

Location: Austin, TX

This division is responsible for overseeing the agency's 22 historic attractions located throughout the state. Staff members welcome visitors, provide educational opportunities and exhibits, preserve historic structures and artifacts, and work with partner organizations in their communities. The attractions range from Native American ceremonial mounds to grand Victorian mansions to expansive frontier forts.

Internship projects available:

- **Museum and Archaeological Collections Processing Internship** - This internship provides students with the opportunity to become familiar with standard laboratory and curation tasks associated with Museum and Archeological collections. Students will assist the curatorial and collections staff with cataloging and labelling collections, rehousing collections in packaging that meets curatorial standards, researching collection materials, and preparing final curation documentation. Students will have the opportunity to learn about the unique requirements for collections across a range of materials and sources. This internship should serve to inform students about the resources and requirements needed to appropriately curate all materials that are held-in-trust for/by the State of Texas. Students should leave this internship with a better understanding of the "crisis of curation" and the responsibilities of collections managers and stewards.
 - o Basic Skills Required: Coursework or prior experience in museum studies and/or archeological field or laboratory methods is preferred, but not required. Applicants should be familiar and comfortable with using Microsoft Office applications, especially Excel.
 - o Degrees Sought: Archeology, Anthropology, History, Public History, or Museum Studies
- **Archeological Records Management Internship** - This internship works with the Collections Management and Curation staff to identify and implement digital and standard records management principles to collections and administrative records. Students will assist the Archeology Collections Manager with establishing a file plan, developing file naming conventions, evaluating and reviewing collection materials (including archival materials), and establishing and implementing new records procedures. The student will also work to determine the best practices for converting and/or storing multiple media formats including microfilm, 35mm negatives, slide film, paper, and digital files and create a proposal for file archiving. This internship should serve to inform students about the handling, arrangement, and storage of historic documentation and materials. This internship will stress the importance to students of the appropriate management of site and/or collections documentation. This documentation ensures the integrity of data and information about sites and/or collections, it aids in the establishment of provenience, and contributes to the accurate interpretation of material cultures.

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- Basic Skills Required: Coursework or prior experience in Archives, Records Management, and/or Library Sciences is expected. Coursework or prior experience in archeological field or laboratory methods is preferred, but not required. Applicants should be familiar and comfortable with using Microsoft Office applications, especially Excel.
 - Degrees Sought: Library Science, Information Management, History, Public History, Museum Studies, Archeology, Anthropology
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Each historic site has its own website with information on the history, special events, and details for heritage travelers. See below for specific projects available at some of the THC State Historic Sites.

State Historic Site: [Fulton Mansion State Historic Site](#)

Location: Fulton, TX

Internship Projects available:

- **Fulton Letters Project** – The student will dive into the letters of the Fulton family in an effort to organize and digitize them for future use as interpretation, retail items, and educational programming. These documents are of high importance to the history of the Fulton Mansion and add multiple layers to the detailed history of our story. Not only will the student gain technical skills that are beneficial in the collections world and beyond, they will also expand their research skills and use creativity to incorporate their findings to promote visitor engagement. Currently, our “Fulton Letters” files are not all digitized or organized in a way that makes the historical information easy to access for staff or the public. This project will allow us to search for information and utilize it for educational programming, public programming, general research, and/or retail opportunities.
 - Basic Skills Required: Research, writing, attention to detail, scanning, transcribing, editing
 - Degrees Sought: History, Education, Collections Management, Communication, Cultural Resources Management, Historic Preservation, Curation, Digital History, Digital Curation, Museum Studies
- **Harriet’s Garden Project** - This internship will provide the student with research and writing experience relating to the Fulton Mansion’s garden interpretation. Harriet’s Garden is a tool used by the Fulton Mansion to showcase an array of Texas native plants as well as other plants that would have grown in the garden during the time of the Fulton family. The student will dive into the history of Harriet’s Garden and assist in developing interpretation, exhibit resources, and educational materials for this portion of the site. Harriet’s Garden was damaged by hurricane Harvey and the plants took some time to recover. The Garden is finally flourishing once again, but our labeling and garden tour information is no longer accurate. Harriet’s Garden is a valuable tool for interpreting how the Fulton family lived as well as how other families lived during the 1870s or in rural areas. We are looking to update and adapt the interpretation of Harriet’s Garden and make it easier for our visitors and local students to learn about native plants of the region, the Fulton family’s personal garden, local pollinators, and foodways.
 - Basic Skills Required: Research, writing, graphic design, landscape design, marketing, exhibit design, environmental education knowledge preferred but not required
 - Degrees Sought: History, Education, Agriculture, Landscape Architecture, Nutrition, Environmental Education, Non-Profit Management, Communication, Graphic Design, Historic Preservation, Museum Studies

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State Historic Site: Landmark Inn State Historic Site

Location: Castroville, TX

Internship Projects available:

- **National Register and National Historic Landmark Listings Comparison Project** - Research National Register of Historic Places and National Historic Landmark listings for properties of similar vintage and composition as the Landmark Inn State Historic Site. Compare similar listings by identifying commonalities and documenting any potential outstanding qualities of Landmark Inn. Write a report with clear language supporting a strong argument based on findings. The student may sharpen existing research and writing skills by producing a report with a Flesch-Kincaid Grade Level Score no greater than 12. Project could possibly be completed remotely. This project will further clarify the history of Landmark Inn State Historic Site, and potentially position it as a candidate for National Historic Landmark Status.
 - Basic Skills Required: Research, documentation, excellent organizational skills, acute attention to detail, strong written and oral communication, critical thinking skills that approach problems with creativity and openness
 - Degrees Sought: American History, Historic Preservation

State Historic Site: Sam Bell Maxey House State Historic Site

Location: Paris, TX

Internship Projects available:

- **Character Development for Halloween Event** – The Sam Bell Maxey House wants to add some new characters to its popular Halloween event, “Maxey after Dark.” With guidance from site staff, the intern will be in charge of researching the characters, synthesizing and compiling the information, and creating an information sheet on each character that staff and volunteers will use to bring that character to life during the event. Potential new characters include a Penny Dreadful author and a séance debunker.
 - Basic Skills Required: Strong writing, research, and communication skills. Strong organizational, multitasking, and people skills. Knowledge of standard office computer skills including word processing. Ability to work independently or as a team.
 - Degrees Sought: History, Education, Museum Studies, Public History, Humanities, Communication, Theater
- **Interpretation Intern** - The Sam Bell Maxey House State Historic Site is looking to add options to its everyday tour offerings to better our visitors’ experiences on site. Currently, the site offers guided and self-guided tours, but would like to add themed tours and pop-up talks to its interpretive offerings. The Interpretation Intern would, under the guidance of the site manager and educator, develop themed tours and/or pop-up talks. The intern is in charge of researching the topic, synthesizing the information, and turning the information into an engaging story to be told during the themed tour or pop-up talk.
 - Basic Skills Required: Strong writing, research, and communication skills. Strong organizational, multitasking, and people skills. Knowledge of standard office computer skills, including database software and word processing. Ability to work independently or as a team. Storytelling and interpretive skills a plus.

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- Degrees Sought: History, Education, Museum Studies, Public History, Humanities, Communication, English, Journalism
- **Podcast Content Producer** – Do you enjoy podcasts in your downtime? Ever thought, “I’d like to try my hand at this” while listening. Well, here is your chance. The Sam Bell Maxey House is looking for a podcast content producer to help research and write scripts for the site’s podcast “What’s in the Box?” The student will choose interesting artifacts from the site’s collection, research the artifacts to develop a compelling story for listeners, and write the script for three or more podcasts. The student will also assist in the recording and editing phase and the distribution and promotion of the episodes. The student may also develop “bonus” episodes that use the collection in an interesting way, but do not necessarily fall under the main podcast’s format.
 - Basic Skills Required: Strong writing, research, and communication skills. Strong organizational, multitasking, and people skills. Knowledge of standard office computer skills including word processing. Ability to work independently or as a team.
 - Degrees Sought: History, Education, Museum Studies, Public History, Humanities, Communication, Digital Media
- **Exhibit Development Project**- The Sam Bell Maxey House wants to take its mission of educating the public about the life and times of the Maxey family to a new level by adding interpretation to an unusual space: the site’s public restroom. The student will create 1-2 exhibits from beginning to end, including concept development, research, text development, and label design, to be placed into the site’s public restroom. The topic of the exhibits: the history and use of bathrooms in the late 19th and early 20th centuries. The exhibits are meant to be fun and informative for the visitors in an unexpected space.
 - Basic Skills Required: Strong writing, research, and communication skills. Strong organizational, multitasking, and people skills. Knowledge of standard office computer skills, including database software and word processing. Ability to work independently or as a team.
 - Degrees Sought: History, Education, Museum Studies, Public History, Humanities
- **Scout Programing Intern** – The Sam Bell Maxey House wants to engage its local scouting community. The Scout Programming Intern will contact the local Girl Scouts or Boy Scouts early in the internship and discuss which badges have a connection to the site and the needed program elements to earn those badges either on or off site. With these parameters in mind, the intern will develop a corresponding program, or programs, that the site can then promote to the scouting community.
 - Basic Skills Required: Strong writing, research, and communication skills. Strong organizational, multitasking, and people skills. Knowledge of standard office computer skills including word processing. Ability to work independently or as a team.
 - Degrees Sought: History, Education, Museum Studies, Public History, Humanities
- **Summer Camp Developer** - In its effort to engage new audiences, the Sam Bell Maxey House wants to hold a summer day camp in the future. The Summer Camp Developer Intern will lay the groundwork for the future summer camp. Part of the internship will be spent developing educational activities and lessons for a 5-day long summer camp for children ages 7-11. In addition to creating the activities and lessons, the intern will spend the rest of the internship developing the administrative paperwork and procedures, based on agency and division policies and procedures, to successfully and safely manage and run a summer camp.

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- Basic Skills Required: Strong writing, research, and communication skills. Strong organizational, multitasking, and people skills. Knowledge of standard office computer skills including word processing. Ability to work independently or as a team.
 - Degrees Sought: History, Education, Museum Studies, Public History, Humanities
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State Historic Site: [Sam Rayburn House State Historic Site](#) **Location:** Bonham, TX

Internship Projects available:

- **Interpretation Internship** - Interns may work on one or more of the following projects: develop themed tours of historic house; develop engaging programming and events for the Sam Rayburn House State Historic Site; develop off-site programming and outreach for schools and other community organizations; and develop multi-sensory tours and/or accessible tours for groups with various abilities. A student completing these projects would gain experience in historic interpretation, event planning and educational program development, and learn about museum interpretation and accessibility.
 - **Basic Skills required:** Interest in museums, history, and/or education. Strong writing, research and communications skills. Strong organizational, multitasking and people skills. Knowledge of American and Texas history. Knowledge of standard office computer skills. Ability to work independently and on detailed tasks. Demonstrated interest in museum programs, education and/or history.
 - **Degrees Sought:** History, Education, Historic Preservation, museum studies, political science, social studies, sociology
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