Summer 2017

Brian C. Pohanka Internship Program

Position Descriptions & Background
Information on Host Sites

Final Version

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HOST SITE: Andersonville National Historic Site (Andersonville, GA)

POSITION TITLE: Intern - Visitor Greeter and Guide

DIVISION/DEPARTMENT: Interpretation and Education

NATURE OF WORK/PRIMARY RESPONSIBILITIES: Andersonville National Historic Site includes the site of the Civil War era Camp Sumter military prison (commonly known as Andersonville), the Andersonville National Cemetery, and the National Prisoner of War Museum. The purpose of the park is to preserve the resources and stories that illustrate the experiences of American prisoners of war throughout history and to educate the public about the deadliest ground of the Civil War.

The Intern will work in the Division of Interpretation and Education and will be supervised by the chief of that division. The daily operations of the Division of Interpretation and Education are focused on visitor orientation tasks in the park's National Prisoner of War Museum; opportunities exist for formal interpretive programs (talks, tours, etc.) and roving contacts throughout the park. There may be additional opportunities to be exposed to a variety of park operations and to gain experience in other fields.

On a typical day an intern will do a variety of tasks centered around the National Prisoner of War Museum. The work day is 9:00-5:30. Interns will have two days off each week, but will be expected to work weekends and holidays. Starting and ending dates are negotiable, but a mid-May start in order to participate in Memorial Day events is highly desirable. The selected intern will complete a volunteer agreement with the park.

In addition, interns will have the opportunity to develop and present guided tours and/or talks on topics of their choosing that supports one or more of the themes identified by the park. For those interested, there may be opportunities to work in the living history program. Park staff will work with the intern to concentrate on specific topics or interests. Additional opportunities exist in the area of developing digital interpretive products, such as short films.

SKILLS DESIRED:

- Public speaking and communication skills
- Ability to write strong program outlines, essays, and social media text
- Friendly and professional demeanor
- Ability to stand for long periods of time and/or lead outdoor walks
- Experience with retail sales
- Willingness and ability to present emotionally difficult and/or contentious historical content
- Willingness and ability to connect a Civil War story to multiple time periods

CLASS YEAR PREFERRED: No preference

TRANSPORTATION: Andersonville is in rural southwest Georgia. The nearest communities with basic services are ten miles away. A car is REQUIRED. No public transportation exists.

PARK/ORGANIZATION SETTING: Rural. Andersonville is a small park with a small staff (less than 20). Americus, Georgia is the nearest community with a broad range of services. The Jimmy Carter National Historic Site is located 22 miles away in Plains, Georgia. The communities of Albany, Columbus, and Macon are all approximately an hour's drive away; the Atlanta area is a two and a half hour drive. The Interstate 75 corridor is thirty minutes away from the park. Summers are very hot and humid.

HOUSING ACCOMMODATIONS: A studio apartment style Guest Cottage is available for housing, located inside the park. Includes full kitchen, washer/dryer, and TV/ DVD player. Wifi is not available.

COMPENSATION: Free housing and $1,500 Pohanka stipend

NUMBER OF AVAILABLE POSITIONS: 2
HOST SITE: Antietam National Battlefield (Sharpsburg, MD)

POSITION TITLE: Intern

DIVISION/DEPARTMENT: Resource Education and Visitor Services

NATURE OF WORK/PRIMARY RESPONSIBILITIES: Intern will be assigned to the RE & VS Division at Antietam National Battlefield under the direct supervision of the Division Chief, Park Ranger Keith Snyder. Duties will include working at the park visitor center assisting visitors; performing roving/informal interpretation at various sites on the battlefield; presenting at a minimum 30-minute battlefield orientation programs and one specialized interpretive program the subject of which will be negotiated based on interest and skills of applicant. Intern will also be assisting the park with special events. Other potential opportunities, based on the skill set of the applicant, include working with other divisions within the park, web and social media outreach, research and writing. Intern will be required to work weekends on a normal day shift. There is potential for standing for long periods of time and working outdoors during periods of heat and humidity. Intern will be required to wear a volunteer shirt and hat provided by the park.

SKILLS DESIRED:

- Ability to effectively and politely interact with National Park visitors
- Good communication & public speaking skills
- Ability (with training) to research, organize and present interpretive programs

TRANSPORTATION: A personal vehicle will be necessary.

CLASS YEAR PREFERRED: Current sophomore, junior, or senior

PARK/ORGANIZATION SETTING: Antietam National Battlefield is located in a rural setting with a staff of approximately 35 employees (all divisions). Shepherdstown, West Virginia is located 5 miles to the west, Hagerstown, Maryland is 10 miles north and Frederick, Maryland is 20 miles southeast. All of these communities offer shopping, restaurants and entertainment. The closest hospital is located in Hagerstown.

HOUSING ACCOMMODATIONS: Intern will be provided a private bedroom in a house owned by the park. Living areas (kitchen, dining, and living room) are shared with three other members of the house. Laundry facilities are located on site. Internet access is not available in park housing, but is available in other park buildings.

COMPENSATION: Free shared housing and Pohanka stipend

NUMBER OF AVAILABLE POSITIONS: 1
HOST SITE: Appomattox Court House NHP (Appomattox, VA)

POSITION TITLE: Intern - Volunteer Park Guide (front-line interpreter)

DIVISION/DEPARTMENT: Division of Education and Visitor Services

NATURE OF WORK/PRIMARY RESPONSIBILITIES: Serve as the face of the park by greeting, orienting, and interpreting the surrender of the Army of Northern Virginia to people from all over the world. This will include being stationed in the McLean House (site of Lee’s surrender to Grant) and interpreting the story that unfolded there on April 9, 1865. Duties will also include presenting “parole pass printing” demonstrations in the original building where they were printed in 1865 for the surrendered Confederates. Duties will also include delivering formal 25-30 minute programs about the final campaign, surrender, and immediate aftermath to the public.

SKILLS DESIRED:

• Friendly and engaging personality
• A genuine interest in history, specifically the Civil War (military & civilian), early Reconstruction, and the legacy/memory of the war.
• Good public speaking skills and/or the desire to improve them

TRANSPORTATION: A car is recommended but not absolutely necessary. The housing is about 1/3 of a mile from the work station(s) and can be walked. However, a car will be necessary to get groceries or run other errands in town about 3 miles away.

CLASS YEAR PREFERRED: No preference

PARK/ORGANIZATION SETTING: Rural setting, small staff. Groceries can be purchased three miles away in Appomattox; shopping, movies, hospital, and entertainment are 25 miles away in Lynchburg

HOUSING ACCOMMODATIONS: Interns at Appomattox live in a modern 5-bedroom home, with private bedrooms and bathrooms shared with only one other person. The house has a community kitchen, living room, dining area, and laundry facility. Only limited TV reception is available (DVD’s and Netflix, etc. are recommended). Limited internet connection is available in the house, it is also available at park offices, and numerous locations around the town of Appomattox offer Wi-Fi.

COMPENSATION: Free shared housing and $1,500 Pohanka stipend. Appomattox interns will also receive a $12/day stipend for each day worked. Students will be required to set up an electronic transfer at the beginning of the internship and will be paid electronically.

NUMBER OF AVAILABLE POSITIONS: 2
HOST SITE: Fredericksburg & Spotsylvania National Military Park (Fredericksburg, VA)

POSITION TITLE: Intern – Historical Interpreter Intern

DIVISION/DEPARTMENT: Division of Interpretation

NATURE OF WORK/PRIMARY RESPONSIBILITIES: The Historical Interpreter’s duties and responsibilities are directly related to the personal services provided to park visitors. While most people identify the word "interpreter" with someone who translates from one language to another, the historical interpreter does something similar by explaining rather complex historical events in a manner which can be easily understood by the general public.

Historical Interpreters provide visitor services at the park’s two visitor centers, two historic structures, and two exhibit shelters and on the four battlefields. Duties of the position include greeting visitors, providing orientation of park and area points of interest, answering questions, recommending park programs that you think would be of interest to that visitor, engaging visitors in conversations about the park story, as well as answering research questions about the Civil War (including visitors seeking to find where ancestors fought in our area battles). A key duty of the intern in Historical Interpretation is to research, develop and conduct a 35-45 minute walking tour over one or more of the area battlefields. The park offers a limited opportunity to present children’s programs as well. Most summer interns have three different assignments.

The Fredericksburg Battlefield Visitor Center assignment includes presenting a conducted walking tour along part of the Confederate battle-line known as the Sunken Road, occasional assignments staffing a historic structure called the Innis House, and some interns will be selected to present the children’s program.

An assignment at the Chancellorsville Battlefield Visitor Center includes guiding a walking tour over the area where Confederate General "Stonewall" Jackson was mortally wounded in the battle. Many view this battle as a significant turning point of the Civil War.

Chatham is a colonial era building, used as a Federal headquarters, hospital, artillery position, and river crossing site during the Battle of Fredericksburg. Its rich history and gardens attract visitors of varied interests. In addition to performing informal interpretation in the building, interns offer guided tours inside as well.

The "Stonewall" Jackson Shrine is the restored building in which the famous Confederate General died from complications after his accidental wounding at Chancellorsville. Interpreters conduct tours of the building to visitors with a wide interest levels, and visitors frequently appreciate the unique opportunity to discuss the Civil War one on one with a historian.

The Wilderness Exhibit Shelter and Spotsylvania Exhibit Shelter are small pavilion-like buildings. At the Wilderness, interns conduct tours at the scene of the opening engagement of the battle, where the two great leaders produced by the respective sides – Robert E. Lee and Ulysses S. Grant – fought each other for the first time. At Spotsylvania Court House Battlefield, interns conduct tours over the scene of the most intense hand-to-hand combat of the war at the appropriately named Bloody Angle.

SKILLS DESIRED: Historical Interpreters should have a good working knowledge of the Civil War era. Interns who are selected will be expected to do some advance reading about their assignments prior to the start of the internship. Historical Interpreters should enjoy meeting with the public and talking with people from all over the country. The ability to demonstrate people oriented skills is important to being successful at this internship. Public speaking experience is desirable.

Interns must be willing to work on weekends. The span for the summer internship in 2017 will run from May 23 – August 13. All interns are trained together as a class and interns must be available to attend all of the training at the start of the summer; interns must arrive and check into park housing by May 22.
starting date is not flexible.

TRANSPORTATION: Possession of a vehicle for use over the summer is required. Interns can be assigned to work at as many as three of six different duty stations located miles apart. While some duty stations are within walking distances of park quarters, a vehicle will be needed to get to other duty stations. The internship experience is greatly enhanced by the intern being able to work at different locations and only interns who will have access to a vehicle will be considered.

CLASS YEAR PREFERRED: We have no preference and have had many rising sophomores who have done a wonderful job for our park.

PARK/ORGANIZATION SETTING: The Fredericksburg area is an urban area and a bedroom community for Washington, DC, 50 miles to the north. The city of Fredericksburg has a population of 25,000 and adjacent Spotsylvania County has a population of 125,000. Interstate 95 passes through our area, and development follows along that corridor in central Virginia. Shopping centers, restaurants and grocery stores are plentiful.

Many National Park and other visitor attractions are daytrips from the park and many interns with common days off visit nearby battlefields, Washington attractions, colonial sites and Shenandoah National Park.

The park is a medium-sized National Park. The park holds more than 7,000 acres and if we possessed all of the acreage within our park boundary, it would be the largest military preserve in the world. With four major battlefields, our park arguably has the most complex Civil War story in the National Park Service. The park has eight permanent park historians and we typically have about ten interns on the summer staff.

HOUSING ACCOMMODATIONS: This park has several buildings available for housing, used predominantly to house the summer staff. Housing assignments are made based upon gender and duty station assignments. At present there are two houses on the Fredericksburg Battlefield and two houses on the Chancellorsville Battlefield that are devoted to seasonal housing. One of the houses on the Fredericksburg Battlefield is very large and has seven bedrooms. All other homes have three bedrooms. The three bedroom homes are almost always occupied by members of the same gender. The seven bedroom house is the one that is often co-ed.

Quarters residents must create a cleaning plan and carry out a cleaning assignment for the summer. The housing provides no frills, and is very basic. It has no cable TV or satellite TV and no internet access. All rooms are furnished. All buildings have a laundry room with a washer and drier. In all houses, the bedroom doors all have locks. Interns will need to bring all bedding -- sheets, blankets, pillow and pillow case -- as well as towels and washcloths. The kitchen has a lot of small appliances, cookware, cooking utensils, plates, cups, knives, forks and spoons. If relying on the community cookware, interns may have to wait for a housemate to finish using and cleaning something before you can prepare your meal, so we advise bringing along some essential cookware of your own.

COMPENSATION: Free shared housing and $1,500 Pohanka stipend

NUMBER OF AVAILABLE POSITIONS: 3
HOST SITE: Gettysburg National Military Park (Gettysburg, PA)

POSITION TITLE: Intern - Interpreter

DIVISION/DEPARTMENT: Division of Interpretation and Education

NATURE OF WORK/PRIMARY RESPONSIBILITIES: A typical internship in the Division of Interpretation at Gettysburg NMP consists of three things. Interns help staff the information desk at our visitor center. This offers experience in meeting and greeting the public, providing information/orientation to the park and area, as well as an understanding of what it is visitors seek in a visit to the park. Interns are also responsible for researching, preparing and presenting interpretive programs. These programs deal with the many interpretive themes of Gettysburg National Military Park and the Soldiers’ National Cemetery. A third project is often assigned that matches the specific talents and goals of the intern, as well as the needs of the park.

SKILLS DESIRED: Gettysburg National Military Park interns must be comfortable speaking publicly to large and diverse groups. The ability to conduct research using secondary and primary source material is also a valued skill, as is a familiarity and willingness to conduct living history interpretation.

Additionally, an outstanding intern sets herself or himself apart by 1) Being a team player with the rest of the interns, seasonal rangers, and permanent staff; 2) Continually learning and growing as an interpreter from their first program to their last program; and 3) Maintaining the same smile and level of professionalism with visitors on August 1 as they had on June 1!

TRANSPORTATION: A vehicle is strongly recommended. Most intern housing is not within walking distance of the museum and visitor center and a vehicle will be necessary to travel to nearby shopping facilities.

CLASS YEAR PREFERRED: Students who have just completed their junior year are preferred.

PARK/ORGANIZATION SETTING: Gettysburg National Military Park, though rural in nature, is within a short distance of hospitals, stores, accommodations, entertainment, and restaurants. The division is comprised of 13 permanent employees, as well as a seasonal staff during the summer months.

HOUSING ACCOMMODATIONS: Free shared housing is available within the park. All intern houses have wifi, and all but one have laundry facilities onsite. Most bedrooms are shared.

COMPENSATION: In addition to free shared housing and the $1,500 Pohanka stipend, interns at Gettysburg National Military Park also receive a $20 per day stipend.

NUMBER OF AVAILABLE POSITIONS: 1
HOST SITE: Harpers Ferry National Historical Park (Harpers Ferry, WV)

POSITION TITLE: Education Intern

DIVISION/DEPARTMENT: Division of Interpretation, Education & Partnerships

NATURE OF WORK/PRIMARY RESPONSIBILITIES: This internship is in the Education Branch with the Division of Interpretation, Education & Partnerships. Primary duties are to:

- Prepare, develop and deliver education programs that interpret the park’s significant historical stories to students K – 12th grade;
- Utilize current methods, learning theories, and national education standards and curriculum guidelines in program delivery and conduct research to ensure accurate and relevant programming;
- Participate in a full day immersive program for middle school students in a national leadership conference that uses historical figures as a case study in leadership. This program occurs twice weekly throughout the summer.
- Develop and present education activities, programs, and hikes for summer family and youth programming and Jr. Ranger club
- Greet youth groups who visit the park and assist with on-site logistical arrangements;
- Maintain education materials and prop collection.
- Wear living history clothing and participate in 19th century lifeways for immersive interpretation.

SKILLS DESIRED:

- Public Speaking ability
- Knowledge of the Civil War era and civil rights history
- Good research and writing skills
- Curriculum Development (experience and/or interest)
- Experience working with youth
- Living History (experience and/or interest)

TRANSPORTATION: You will be living in the park, so a car is NOT required to travel to and from the duty station and intern housing. However, grocery and other stores are located about 7 miles away in Charles Town, WV. Many interns do fine without a car using the county bus system or carpooling with other interns. You will also be within walking distance to the MARC train to Washington, DC.

CLASS YEAR PREFERRED: No preference

PARK/ORGANIZATION SETTING: Harpers Ferry National Historical Park is located at the confluence of the Potomac and Shenandoah rivers in the states of West Virginia, Maryland, and Virginia. The park consists of approximately 4,000 acres with 65 park structures. The park staff comprises approx. 90 permanent employees and numerous interns and seasonal employees each summer.

Harpers Ferry has several small restaurants and specialty shops. Charles Town, WV, located 7 miles away, contains grocery and department stores, gas stations, restaurants, a gym, and a hospital. Martinsburg, WV and Frederick, MD are larger cities that can be reached within a 30 minute drive.

HOUSING ACCOMMODATIONS: Park housing is located in several restored historic buildings in the Lower Town area of the park. Men and women live in separate units, and you will share a room with
another intern. Each furnished unit contains a shared bathroom, living room, kitchen with appliances and cookware, and washer and dryer. You will need to bring bedding and towels.

**COMPENSATION:** Free shared housing and $1,500 Pohanka stipend.

**NUMBER OF AVAILABLE POSITIONS:** 2
HOST SITE: Maggie L. Walker National Historic Site (Richmond, VA)

POSITION TITLE: Interpretation Intern

DIVISION/DEPARTMENT: Interpretation

NATURE OF WORK/PRIMARY RESPONSIBILITIES:

- Opening and closing structures
- Greeting and orienting park visitors
- Write occasional blog entries or Facebook posts to foster interest in the site
- Interpretation of Reconstruction and Jim Crow eras in Richmond
- Cash Register sales
- Developing and presenting formal interpretive talks and guided tours
- Assisting with the annual Maggie Walker Birthday celebration (an event dating back to the 1920s)
- Interns will also get exposure to all park operations by spending time with other divisions:
  - Curator
  - Historian
  - Administration
  - Maintenance
  - Resource Management
  - Law Enforcement

SKILLS DESIRED:

- Interest in Civil Rights History
- Communication and public speaking skills
- Problem solving ability
- Customer service skills
- Narrative/Presentation skills

TRANSPORTATION: Selected intern must provide his/her own car.

CLASS YEAR PREFERRED: None

PARK/ORGANIZATION SETTING: Maggie L. Walker National Historic Site is located in downtown Richmond. As the capital city of Virginia, Richmond has many cultural and historic attractions. Park Housing is located about 10 miles from the work station. Gas stations, grocery stores, and restaurants are within a few miles of the park housing.

HOUSING ACCOMMODATIONS: Interns share bedrooms in a house in a remote area of the park, closed to the public. The house has a full kitchen with cookware and utensils, refrigerator, microwave, stove, as well as laundry, TV/DVD, and wireless internet. Interns will need to bring towels, sheets, and pillows.

COMPENSATION Free shared housing and Pohanka stipend.

NUMBER OF AVAILABLE POSITIONS: 1
HOST SITE: Manassas National Battlefield Park (Manassas, VA)

POSITION TITLE: Interpretation Intern

DIVISION/DEPARTMENT: Division of Interpretation and Cultural Resources Management

NATURE OF WORK/PRIMARY RESPONSIBILITIES: This internship is in the Division of Interpretation and Cultural Resources Management and will be supervised by the Division Chief. Duties include operating the information desk of the park Visitor Center, orienting visitors to the park, and providing them with information for touring the battlefield. Interns will research, develop, and conduct a 45-minute interpretive walking tour of Henry Hill, covering the most significant action of the First Battle of Manassas. This program is offered multiple times each day during the summer, and each staff member or intern assigned to the Visitor Center should anticipate offering this tour at least twice during a work day.

Intern may also be assigned to staff the Brawner Farm Interpretive Center to orient visitors to the Second Manassas battlefield. Interns assigned to work at Brawner Farm will research, develop, and conduct a 45-minute interpretive walking tour of Brawner Farm, giving visitors an overview of the events leading to the Second Battle of Manassas and providing details on the opening action of the battle. This program is offered several times each day during the summer, and each staff member or intern assigned to work at Brawner Farm should expect to give this tour at least twice during the work day.

Interns will also operate the historic Stone House, the park’s best preserved landmark, which is opened on a seasonal basis. Staff and interns assigned to work at the Stone House provide informal interpretation to visitors on the history of the structure and its role during the two Manassas battles. Interns may also have the opportunity to develop and present additional interpretive programs, depending upon their interest, knowledge and understanding of the park story and interpretive themes.

Duties may also include answering visitor questions about the park, its history, and its resources; researching and drafting responses to visitor inquiries; developing content for the park’s website and social media sites, such as the park’s Facebook page; assisting with museum housekeeping duties; assisting with the annual visitor use survey; recording visitation attendance for buildings and programs; and operating audio-visual equipment in the Visitor Center. Interested interns may also assist with special events, including the opportunity to work with other staff and volunteers in the living history program to portray soldiers during historic weapons demonstrations.

The typical work day is from 8:30 – 5:00, with a half-hour lunch break. The hours are subject to change during the summer, with the potential for shift work to cover possible extended hours for evening programs. Interns will have two days off each week but should expect to work weekends and holidays. Days off may be subject to change, depending upon scheduling needs during the busy summer season. Starting and ending dates are negotiable, although the park strongly encourages interns to participate in the orientation training offered to seasonal staff and interns during the week prior to the Memorial Day weekend.

SKILLS DESIRED: Knowledge of American Civil War history is desired for the position. Good communication skills, with an emphasis on public speaking, are highly desired. Writing ability is desired for assisting with the development of content for the park’s website. Social media skills are also desired to assist the staff with maintaining the park’s Facebook and other social media sites.

TRANSPORTATION: A personal vehicle is not required for the position but is strongly urged, due to the difficulty in arranging for rides to destinations outside the park (e.g., for groceries, errands, etc.). Although park housing is available (see below), the distance from the housing to duty stations ranges from one to three miles, making walking inconvenient for interns carrying out their duties.

CLASS YEAR PREFERRED: Rising junior and senior students are preferred, but rising sophomores with strong communication skills and knowledge of the Civil War will certainly be considered.
**PARK/ORGANIZATION SETTING:** Manassas National Battlefield Park is located 26 miles west of Washington, DC, and five miles north of the city of Manassas, Virginia. The park is located within a rapidly growing area of Northern Virginia, with suburban development covering many areas surrounding the park, particularly to the south and west. Local shopping areas are concentrated south of the park along VA Route 234 Business toward the city of Manassas and west of the park on U.S. Route 29 at Gainesville, within 2 to 7 miles from park housing. Additional shopping, dining, sightseeing, and entertainment opportunities abound in the Washington metropolitan area. Hospital and other medical facilities are available in Manassas: the Prince William Hospital is located approximately four miles south of the park on VA Route 234 Business. Additional hospitals and medical facilities are located throughout the Washington metropolitan area.

This internship serves within the Division of Interpretation and Cultural Resources Management at Manassas National Battlefield Park. The staff consists of five members, including the division chief (responsible for managing the park’s interpretive and cultural resources programs), an interpretive specialist, a museum specialist, and two interpretive park rangers. The permanent staff is supplemented by seasonal park rangers, volunteers, and interns. The park’s other divisions and programs include Maintenance, Law Enforcement, Natural Resources Management, and Administration.

**HOUSING ACCOMMODATIONS:** Housing for interns is located in a two-story, four bedroom, two bath, c. 1930s stone-clad house (located approximately one mile north of the Visitor Center on VA Route 234) or in a one-story, two bedroom and bath, c.1910s stone-clad house (located approximately two miles west of the Visitor Center on VA Route 622). Park housing is shared and co-ed. The houses have shared bathroom and kitchen facilities. The houses are completely furnished with fully-equipped kitchen and washer-dryer. Bed linens and towels are also provided. Other occupants may consist of park seasonal staff, interns, and/or volunteers.

**COMPENSATION:** Free shared housing and $1,500 Pohanka stipend.

**NUMBER OF AVAILABLE POSITIONS:** 1
HOST SITE: The Wayside Home of Authors, Minute Man National Historical Park

POSITION TITLE: Intern – Public History Interpreter

DIVISION/DEPARTMENT: Interpretation and Education

NATURE OF WORK/PRIMARY RESPONSIBILITIES: Work is in the park’s division of Interpretation and Education providing services and programming for the general public. Public History Interpreters gain experience researching, developing, and presenting place-based interpretive programs about history. Interpretation duties involve a customer service orientation and public speaking within a safety-preservation framework and interns will receive training, coaching, and opportunities to develop these skills. Interns work side-by-side park staff at historic sites and work as part of the interpretive team.

Work includes presenting formal interpretive talks, walks, and programs at The Wayside: Home of Authors (40%), staffing information desks and providing visitor orientation in the park’s visitor centers and informal interpretation at various sites (20%), new program or activity development (20%) and presenting special programs/work on a research based project/ or other activity to support an interpretive programming (20%) Interns are also responsible for opening and closing procedures at sites and following safety guidelines.

Work is full-time (40 hours per week) including weekends and holidays. Hours are generally 8:45 am to 5:15 pm or 9:15 am to 5:45 pm, depending on the duty/park site for the day.

Interns will have the opportunity to participate in new types of programming designed as visitor-focused or visitor-driven and may also participate in staff conversations about what a visit to the park or participation in various programs means to visitors, based on personal observations and conversations.

SKILLS DESIRED:

- Good oral and written communication skills,
- Experience working with people (students, customers, or visitors),
- Demonstrated interest in public history,
- Ability to work without close supervision, and
- Ability to work as part of a team.

Interns must be comfortable speaking publicly to large and diverse groups. The ability to conduct research using both primary and secondary source material is also a valued skill. An interest or appreciation for an audience centered approach to presentation is also important.

A good working knowledge about slavery in the north, the Underground Railroad and Fugitive Slave Law, Abolition, and early nineteenth century writers: Hawthorne, Alcott, Emerson, Longfellow, and Thoreau is a plus.

TRANSPORTATION: A vehicle is STRONGLY RECOMMENDED, if not required. Housing is located within the park but a car is necessary to get from one part of the park to another, in a timely way; a car is necessary for getting groceries or any other supplies. The intern in this position will spend most days in Concord, MA. If a candidate thinks s/he would be able to manage on a bike, we would consider it.

CLASS YEAR PREFERRED: No preference

PARK/ORGANIZATION SETTING: Minute Man National Historical Park is an iconic park receiving approximately 1 million visitors annually. The park has 1,038 acres in Lexington, Lincoln, and Concord, Massachusetts with 2 visitor centers, 5.5 miles of restored Battle Road Trail through the battlefield for
walking, biking, hiking, running and visiting, the iconic North Bridge and The Minute Man Statue, and 11 historic “witness” structures, including The Wayside: Home of Authors.

At Minute Man National Historical Park the opening battle of the American Revolution is brought to life as visitors explore the battlefield, battle sites and structures, and witness the American Revolutionary spirit through the early 19th century writings of the Concord authors. The resident authors of The Wayside, Nathaniel Hawthorne and Louisa May Alcott, and their neighbors, Ralph Waldo Emerson and Henry David Thoreau, represent the “literary flowering of New England,” a major factor in the development of a distinctive American identity. In their work and their personal lives, these writers grappled with the lasting significance and unresolved issues of the American Revolution, notably slavery, linked to the opening of the Civil War. A site on the Underground Railroad Network to Freedom, The Wayside harbored at least one fugitive slave during the time the Alcotts lived in the house. Programming at The Wayside also presents important opportunities to explore preservation and memorialization through a reflection about what is worth remembering, preserving, and celebrating in history, literature, and the National Park System, and who makes these decisions.

Concord is 16 miles from Boston, Massachusetts which has numerous museums, libraries, national park sites, historic sites, music, sports, and cultural events to see/attend. Within an hour’s drive, one can visit the mountains or the beach.

**HOUSING ACCOMMODATIONS:** Housing is a room in a shared park house and could be with a roommate. There are two different houses in the park which serve as housing; one has 2-3 bedrooms and the other has 5 bedrooms; during summer season, all bedrooms are usually occupied. Kitchen, living room, dining room, bathroom and laundry are shared spaces. Parking is available next to the house.

**COMPENSATION:** Free shared housing and $1,500 Pohanka stipend

**NUMBER OF AVAILABLE POSITIONS:** 1
HOST SITE: Petersburg National Battlefield (Petersburg, VA)

POSITION TITLE: Intern – Curatorial Assistant

DIVISION/DEPARTMENT: Curatorial Services

NATURE OF WORK/PRIMARY RESPONSIBILITIES: The Pohanka Intern will work closely with the Museum Curator, primarily out of the Eastern Front Visitor Center. Work days must coincide with the work schedule of the Museum Curator and therefore some weekend work may be required.

Duties of the position could include inventory of museum artifacts, cataloging or classifying objects, transcribing original documents, and digitizing museum records. The intern will assist in identifying items of particular security concern and with exhibit housekeeping duties. Although many prospective interns inquire about the feasibility of putting together an exhibit, the park rarely has the ability to implement new displays, so this is unlikely.

SKILLS DESIRED:

• Knowledge of and interest in the Civil War
• Ability to work well with and around the public and other park employees/volunteers/interns
• Interest in museum studies and/or curatorial and archival practice
• Ability to engage with the public
• Flexibility to adjust to changes in work schedule.

CLASS YEAR PREFERRED: No preference

TRANSPORTATION: Student is required to have his/her own car or other reliable means of transportation to and from work.

BATTLEFIELD/ORGANIZATION SETTING: Petersburg National Battlefield was created in order to commemorate the campaign and siege and defense of Petersburg, Virginia, in 1864 and 1865. The park is spread out across 32 miles from the Grant’s Headquarters at City Point unit to Five Forks Battlefield. Petersburg, Virginia (a city of approximately 32,000) is 30 minutes south of Richmond, and 2 hours from Washington, DC, the Blue Ridge Mountains, and the Atlantic Ocean.

Grocery stores, a shopping mall, and a movie theater are located within 1-3 miles of housing.

HOUSING ACCOMMODATIONS: Interns are housed in residential homes owned by the park. Housing is co-ed; each intern has his/her own bedroom and shares the bathroom, kitchen and common living space with others. The Pohanka intern will live in a house located near park headquarters and the law enforcement office.

COMPENSATION: Free shared housing and $1,500 Pohanka stipend.

NUMBER OF AVAILABLE POSITIONS: 1
HOST SITE: Richmond National Battlefield Park (Richmond, VA)

POSITION TITLE: Intern - Interpreter

DIVISION/DEPARTMENT: Interpretation

NATURE OF WORK/PRIMARY RESPONSIBILITIES:

- Greeting and orienting park visitors
- Developing and presenting formal interpretive talks and guided tours at Cold Harbor battlefield
- Developing and presenting formal interpretive programs at the Tredegar Visitor Center
- Assisting with special events, including commemorative events for Cold Harbor and the 7 Days Battles
- Interns will also get broad exposure to park operations by spending time with other divisions:
  - Curator
  - Historian
  - Administration
  - Maintenance
  - Resource Management
  - Law Enforcement

The summer is a total immersion into the art of interpretation and the operations of a National Park. We will take fieldtrips to other sites to learn about their operations, and have periodic discussions of park operations during the summer.

Skills Desired

- Interest in Civil War History
- Communication and public speaking skills
- Problem solving ability
- Customer service skills
- Narrative/Presentation skills

CLASS YEAR REFERRED: No preference

TRANSPORTATION: Selected intern must provide his/her own car

PARK/ORGANIZATION SETTING: Richmond National Battlefield Park includes 16 urban, rural, and suburban locations in and around Richmond. The intern will spend most of his/her time at the main visitor center at the site of the historic Tredegar Iron Works in downtown Richmond and at the Cold Harbor Battlefield, located in suburban Mechanicsville. Park housing is located about 10 miles from the two main work stations; gas stations, grocery stores, and restaurants are available within a few miles of the intern’s residence. As Virginia’s capital, Richmond contains many cultural and historic attractions as well as a wide range of recreational opportunities.

Website: http://www.nps.gov/rich/index.htm

HOUSING ACCOMMODATIONS: Interns share bedrooms in a house located in a remote area of the park, closed to the public. The house has a full kitchen with cookware and utensils, refrigerator, microwave, stove, as well as laundry facilities, TV/DVD, and wireless internet. Interns will need to bring towels, sheets, and pillows.

COMPENSATION: Free shared housing and $1,500 Pohanka stipend

NUMBER OF AVAILABLE POSITIONS: 1
HOST SITE: Seminary Ridge Museum (Gettysburg)

POSITION TITLE: Intern – Museum Operations

NATURE OF WORK/PRIMARY RESPONSIBILITIES: Internships at the Seminary Ridge Museum will provide students a broad introduction to various aspects of museum work, and will particularly emphasize the practical and operational side of museum practice.

The intern will work in the following areas for approximately equal periods during his/her internship:

a. Marketing – including an introduction to museum marketing and practical application (social media, literature, etc.)
b. Programming – the intern will begin by assisting with interpretive programs on the museum grounds, and as his/her experience and command of the material expands, will work his/her way up to a week of leading Cupola tours
c. Guest services – this will include but not be limited to shadowing GS staff in dealing with daily enquiries and issues
d. Development – this will include assisting in managing donor notifications
e. Event planning – this will focus on assisting in preparing for the annual Legacy Weekend.

SKILLS DESIRED:
- Strong writing and public speaking skills
- A friendly and professional demeanor
- Interest in museum work
- Attention to detail

CLASS YEAR PREFERRED: No preference

PARK/ORGANIZATION SETTING: The Gettysburg Seminary Ridge Museum is located on the campus of the Lutheran Theological Seminary at Gettysburg. The museum opened in July 2013 with exhibits on the first day of the battle, the care of the wounded and issues of faith and freedom in the 19th century. The museum is open to the public 7 days a week during spring, summer and fall. The museum is a partnership of the Seminary and the Adams County Historical Society and works closely with both organizations.

HOUSING ACCOMMODATIONS: Seminary campus housing

COMPENSATION: Free housing and $1,500 Pohanka stipend

NUMBER OF POSITIONS AVAILABLE: 1
HOST SITE: Special Collections and College Archives, Musselman Library, Gettysburg College

POSITION TITLE: Intern – Special Collections and College Archives

DIVISION/DEPARTMENT: Special Collections and College Archives, Musselman Library

NATURE OF WORK/PRIMARY RESPONSIBILITIES: The summer intern will be introduced to a variety of archival skills such as processing collections and digitization. Students will be introduced to basic preservation and material handling techniques as well as archival theory and practice. They will create a Finding Aid and other research assistance tools. Students will also gain experience working with PastPerfect museum software, CONTENTdm image managing software, and MUSCAT cataloging software.

The main focus of this internship will be work on the Civil War Vertical File Manuscript Collection which consists of letters, diaries, orders, and other documents of the Civil War era. Tasks will include evaluating and enhancing current descriptions, re-housing, digitization of selected material, and creating cataloging records in MUSCAT. Opportunities to work with additional archival collections or artifacts are possible and will be dependent on the intern’s areas of interest. Intern will assist with open houses and tours of exhibits within the Special Collections Reading Room. Intern will assist with presentations for Civil War Institute Summer Conference and Gilder Lehrman participants and other visitors. Care will be taken to connect the intern with projects that are suited to his/her interests.

SKILLS DESIRED:
- Strong writing and communication skills
- A friendly and professional demeanor
- Interest in historical research
- Attention to detail

CLASS YEAR PREFERRED: No preference

PARK/ORGANIZATION SETTING: The Special Collections and College Archives department is located on the 4th floor of the Library building.

Special Collections department is home to the College’s collection of rare books, letters, diaries, College publications, photographs, historic maps, memorabilia, artifacts, oral histories, and media. The College Archives includes documents related to the history of the College. Significant portions of our manuscript, book, artifact, and vertical file collections are focused on the Civil War, the Battle of Gettysburg, including those who fought it, the townspeople and students/faculty who lived through it, and the understanding and commemoration of its memory.

HOUSING ACCOMMODATIONS: Gettysburg College Summer Housing

COMPENSATION: Free housing and $1,500 Pohanka stipend

NUMBER OF POSITIONS AVAILABLE: 1
HOST SITE: Stratford Hall: Home of the Lees of Virginia and Birthplace of Robert E. Lee (Stratford, VA)

POSITION TITLE: Intern – Collections/Education/Research

DIVISION/DEPARTMENT: Collections/Education/Research

NATURE OF WORK/PRIMARY RESPONSIBILITIES: special projects relating to collections management and research, exhibit planning, and museum education will be available; specific duties will be arranged by mutual agreement between the site and the selected candidate. This internship cannot be completed long-distance; the student will be required to work on site.

Previous Stratford Hall interns have worked on researching and re-housing objects in the museum collection, preparing and updating artifact records in the collections database, installing and updating exhibits, creating on-line exhibits for Stratford's website, assisting with mobile and digital interpretation projects, helping to update interpretation to reflect current research and findings, scanning and organizing archival image collections, organizing archival maps and blueprints, compiling research on the Lee family from other institutions, and transcribing Lee documents and uploading them to the Lee Family Digital Archive website/database.

SKILLS DESIRED:
- Interest in material culture, archives management and research, and/or museum education
- Good communication skills
- Ability to work independently

CLASS YEAR PREFERRED: No preference

TRANSPORTATION: Student is STRONGLY ENCOURAGED to have his/her own car.

PARK/ORGANIZATION SETTING: Stratford is located in Westmoreland County on the beautiful Northern Neck of Virginia. Westmoreland County is a 45 minute drive from Fredericksburg, two hours from Washington, DC, and 90 minutes from Richmond. Stratford is set on 1,900 acres with 2.5 miles of Potomac River waterfront.

The National Historic Landmark Stratford Great House and related buildings were constructed beginning in 1738 and are among a handful of exceptionally intact survivals from colonial Virginia. In addition to the Great House, Stratford also features an operating reconstructed 18th century gristmill and extensive gardens. Stratford was the home of the Lee family, which includes two signers of the Declaration of Independence. It was also the home of Henry "Light Horse Harry" Lee and birthplace of Robert E. Lee.

The landscape is primarily hardwood forests and pastures but also includes two gardens and extensive maintained grounds. Stratford also has a Dining Room which offers lunch daily, two guest houses, and over 30 rustic cabins that were built to house Stratford’s board members during the twice annual meetings. Website: [www.stratfordhall.org](http://www.stratfordhall.org)

HOUSING ACCOMMODATIONS: The intern will be housed onsite in an air-conditioned guest facility with kitchen and laundry facilities available. Wi-fi is not available.

COMPENSATION: Free shared housing and $1,500 Pohanka stipend

NUMBER OF AVAILABLE POSITIONS: 1
HOST SITE: Women’s Rights National Historical Park (Seneca Falls, NY)

POSITION TITLE: Intern

DIVISION/DEPARTMENT: Interpretation and Education

NATURE OF WORK/PRIMARY RESPONSIBILITIES: The National Park Service preserves and protects more than 400 natural and cultural resources in the United States and its territories. At Women’s Rights NHP we tell the stories of the First Women’s Rights Convention and the continued struggles for equality in many different forms.

The intern will develop an independent project designed to assist Women’s Rights NHP staff to achieve their mission of interpreting park themes and resources. The scope of the project will be determined by park managers and the intern, and can be based on the particular skills, interests, and goals of the student. Prior to the beginning of the summer, the intern must submit a work plan that can be evaluated and approved by park managers. Park staff will assist the student in brainstorming and provide supervision and feedback throughout the summer.

The intern must be an independent worker and an out-the-box thinker who is able to create innovative and “deliverable” products or projects. The goal is to create products or projects which will assist the park in reaching out to under-represented audiences, such as children, youth, families, men, and people of color.

Previous intern projects include the following examples:

- A landscape restoration plan for the Elizabeth Cady Stanton House
- Three short films posted on social media sites: http://www.nps.gov/wori/photosmultimedia/multimedia.htm. The topics of these films include LGBTQ marriage rights, African-American women in the suffrage movement, and interviews with students at the AnNur Islamic School.
- Outreach programs with a local Boys and Girls Club to work with youth and under-represented audiences
- The creation of an interactive children’s exhibit in the museum of the park’s Visitor Center
- The creation of two interactive programs on digital frames for children and youth in two historic homes.

Potential intern projects or products for 2017 COULD include the following possibilities:

- Create online exhibits, podcasts, or interpretive videos
- Organize and coordinate off-site events with local organizations (such as a Boys and Girls Club) to reach out to youth and under-represented audiences
- Update and fabricate exhibits
- Create tactile exhibits and activities for children
- Create educational videos to be shared via YouTube

The intern’s primary duty -- the creation of a product or the completion of a project -- will require self-motivation and excellent time management skills. The intern may spend up to four days per week working off site at other locations. (Any work developed with the National Park Service is in the public domain and open to public use.)

As the secondary duty the intern will staff the Women’s Rights NHP Visitor Center one weekend day per week during the internship. This work will include staffing the Information Desk and providing visitor services with a calm and courteous demeanor. The intern will research and present two different interpretive talks for park visitors.
The intern will not wear the National Park Service uniform. The dress code will be "business casual."

SKILLS DESIRED:

- Ability to research and create a product or a project with minimal supervision
- Ability to communicate well and provide weekly project updates to supervisor
- Facility with Social Media (Facebook, Twitter, Youtube, and other social media platforms) is essential
- Familiarity with photography and video editing desired but not required
- Excellent time management skills
- Ability (with training) to research and create an interpretive program
- Public speaking ability
- Ability to work well with others
- Experience with retail sales

TRANSPORTATION: A personal vehicle will be necessary.

CLASS YEAR PREFERRED: No preference.

PARK/ORGANIZATION SETTING: Women's Rights NHP is located in the town of Seneca Falls (population of 9,000 persons), and the park employs a permanent, full-time staff of 13 people. Local amenities of shopping, entertainment, restaurants, and hospitals are located within 10 - 15 miles of Seneca Falls. The cities of Rochester and Syracuse are each located about 45 miles from Seneca Falls.

HOUSING ACCOMMODATIONS: Women's Rights NHP does not have park housing. Limited housing accommodations are available either in Seneca Falls, Geneva, or Auburn. Park staff will be willing to provide advice regarding apartment rentals. The selected intern will receive a housing stipend of $1300 (upfront) from CWI to cover the cost of housing. [There is a possibility that park-managed housing may be available in 2017; please contact CWI for up-to-date information.]

COMPENSATION: $1,500 Pohanka stipend and housing stipend

NUMBER OF AVAILABLE POSITIONS: 1