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Summer 2021 Brian C. Pohanka Internship Program Position Descriptions & Background Information on Host Sites

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[Link to application information](#)

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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 Lead Park Ranger. The daily operations of the division are focused on visitor orientation tasks in the park's National Prisoner of War Museum. This includes staffing the Information Desk, presenting 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, such as assisting with special projects and events or developing interpretive media.

On a typical day an intern will do a variety of tasks centered around the National POW 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: 1-2

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. **Intern will be required to return to the park on September 17 to assist with anniversary programming. Note: The duties outlined above are contingent upon normal operations. The COVID-19 pandemic may dramatically change operations and the viability or nature of this internship.**

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 National Historical Park
(Appomattox, VA)

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

DIVISION/DEPARTMENT: Division of Education and Visitor Services

NATURE OF WORK/PRIMARY RESPONSIBILITIES: Acts as park greeter, storyteller, and guide to visitors from across the world. Shares key park resources like the McLean House, the freed Robinson family home, and the village's first building, the Clover Hill Tavern to visitors through informal interpretive conversations. What was the significance of General U. S. Grant accepting General R. E. Lee's surrender of the Army of Northern Virginia? What did the promise of freedom mean to the enslaved people as close as McLean's back yard and as far away as Texas? Interns research, write, and deliver 35-minute formal programs about the surrender and its legacy, and they present hands on parole pass printing demonstrations. Interns also staff the park's Visitor Center information desk and produce content for the park's social media platforms. **Note: All dates and duties are contingent upon normal operations. The COVID-19 pandemic may dramatically change operations and the viability or nature of this internship.**

The internship will begin on **May 17 and end on August 8, 2021.**

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 highly recommended but not necessary. The housing is about 1/3 of a mile from the work stations and interns can walk to work. However, a car or shared rides 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, gas, Walmart, and some restaurants are available three miles away in Appomattox. Shopping, movies, minor league baseball, hospital, most medical facilities, 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. Limited TV reception is available (DVD's and Netflix, etc. are recommended). Limited internet connection may be 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 likely 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: 1-2

HOST SITE: Boston African American NHS (Boston, MA)

POSITION TITLE: Intern - Park Guide

DIVISION/DEPARTMENT: Interpretation

NATURE OF WORK/PRIMARY RESPONSIBILITIES: Boston African American NHS. In 2021 the intern(s) will conduct primary and secondary source research on subjects relating to the lives and legacies of the free black community in Boston to create and enhance new and existing interpretive resources. When working with the Interpretation team, the intern will be working both in and outdoors, sometimes in warm weather, working with staff and visitors along the Black Heritage Trail.

SKILLS DESIRED: The ideal candidate will have strong grades and an interest in African American history or public history, storytelling, and/or public speaking. The intern will need to be familiar with Microsoft Office, enjoy writing, and have attention to detail.

Ideally, BOAF would like the intern to work from **approximately June 7 through August 16, 2021**. This corresponds with the busy summer tourist season and seasonal staff development sessions.

TRANSPORTATION: A vehicle is not required.

CLASS YEAR PREFERRED: No preference.

PARK/ORGANIZATION SETTING: The largest African American community in Boston during the decades before the Civil War was on the northern slope of Beacon Hill, in the shadow of the Massachusetts State House. Although some black Bostonians lived in the North End and the West End north of Cambridge Street, over half the city's 2,000 blacks lived on Beacon Hill just below the homes of wealthy whites. The historic buildings along today's Black Heritage Trail were the homes, businesses, schools, and churches of a thriving black community that organized, from the nation's earliest years, to sustain those who faced local discrimination and national slavery, struggling toward the equality and freedom promised in America's document of national liberty.

HOUSING ACCOMMODATIONS: Boston African American National Historic Park has housing available in the Marine Barracks, which is similar to a dormitory-style studio apartment with a shared kitchen and bathroom. Laundry facilities are located on-site. The housing is within a historic neighborhood with stores and mass transit easily accessible.

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

NUMBER OF AVAILABLE POSITIONS: 1-2

VIRTUAL OPTION: Should the COVID-19 pandemic continue to pose a significant public health risk by May 2021, BOAF is prepared to shift to a remote, virtual format for the 2021 Pohanka Internship. At present, the project targeted for a virtual format is Faces of the 54th. This project will allow BOAF to explore in greater detail individuals that fought in the 54th Massachusetts. Through the Massachusetts Historical Society, we have access to over 30 photographs of men that made up the unit. These images will be featured on a slide show with the available biographical information attached. If possible, we would

like to include names, where they are from, age, occupation prior to the war, descriptions of their wartime experience, and post war life. The Pohanka intern's role in the project will be to take the lead on compiling data on the selected members of the 54th in an excel spread sheet. In addition to the images we have permission to use from MHS, there are more images of members of the 54th at different archives. We would like the Pohanka intern to identify these photos, get permissions to use them, and compile the biographical information of the men in the spreadsheet. They will also assist park staff in building a digital display of the men that rangers will use as a part of 54th Massachusetts programming. As the Shaw Memorial is currently undergoing restorations, the Faces of the 54th will be a crucial component of how BOAF continues in interpret the history of the 54th Massachusetts.

HOST SITE: Civil War Defenses of Washington (Washington DC, VA, MD)

Position Title: Interpretation Intern

Division/Department: Interpretation and Education

Nature of Work/Primary Responsibilities: The intern will develop an independent project designed to assist Civil War Defenses of Washington staff to achieve the mission of interpreting the program theme and resources. The scope of the project will be determined by the supervisor park ranger 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 the park supervisor. 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 program in reaching out to under-represented audiences, such as children, youth, families, and people of color.

Potential intern projects or products for 2021 COULD include the following possibilities:

- Create online exhibits, podcasts, or interpretive videos
- Organize and coordinate the Civil War Summer Camp Program to reach out to youth groups and under-represented audiences
- Create 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 will not wear the National Park Service uniform. The dress code will be "**business casual.**"

SKILLS DESIRED:

- Knowledge of the Civil War and Civil Rights era
- 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, You Tube, 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 and around the public and other park employees/volunteers/interns

TRANSPORTATION: A vehicle is **Strongly Recommended**, but not required. However, grocery and other stores are located throughout the Washington DC area. Many interns do fine without a car by using the public transportation system in the area.

CLASS YEAR PREFERENCE: No preference

PARK/ORGANIZATION SETTING: The office of the Civil War Defenses of Washington is in Washington, DC. The primary purpose is to provide interpretive program on the 19 sites dealing with the

Civil War. They are 17 forts, 1 battery, and the Battleground National Cemetery. Summers are very hot and humid.

HOUSING: Park housing is unavailable, but the park will work with local contacts to secure appropriate housing for the intern

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

NUMBER OF AVAILABLE POSITIONS: 1

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 on 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).

Interns engage visitors in conversations about all aspects of the Civil War—its origins, its evolution over four years of war, the human experience of war, and its legacy in American culture. A key is to research, develop and conduct a 35-45 minute walking tour over one or more of the area battlefields, helping visitors understand these events in the larger context of the war and American history. Summer interns typically have 2 different assignments.

The Fredericksburg Battlefield Visitor Center assignment includes presenting a conducted walking tour along part of the Sunken Road and staffing the Innis House. The battle came just three weeks before Lincoln issued the Emancipation Proclamation. Its political implications—derived largely from the one-side nature of Union defeat—were large.

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. The stunning Confederate victory at Chancellorsville highlights just how complex the war had become by 1863—a war whose course was shaped not only by the outcome of battles, but by the practices and policies of armies campaigning in the field, guided by civil authorities in Washington and Richmond.

Chatham is a colonial-era plantation that serves as a metaphor for the Southern experience—built by the labor of enslaved people, abused and ravaged during the war—with its owners displaced—and then going through a difficult postwar transformation that fundamentally altered the landscape and function of the site. Chatham gained fame during the war itself when the Union army used it as a headquarters and a hospital, while artillery crowned the heights around it, while Union engineers bridged the river below Chatham. 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 wide interest levels, and visitors frequently appreciate the unique opportunity to discuss the Civil War one on one with a historian. This site often prompts conversations about the war, its memory, its legacy—and the role of a historic site devoted to a prominent Confederate in the ongoing discussion of war and the memory of the Confederacy.

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.

*During the 2020 pandemic all park buildings were closed to the public. The start of the internships was delayed until June 1 and began with a week of remote training. The park interns worked outside at information tables, gave orientation talks at a large map, provided informal interpretation at a station on the landscape, or conducted living history. Interns were outside no more than 5 hours per day and worked inside on projects at least 3 hours per day. **If pandemic conditions persist, the park intends to offer similar interpretive experiences to interns over the 2021 season.***

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 2021 will run from May 24 – August 15.** 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 should arrive and check into park housing on Friday, May 21.

TRANSPORTATION: Possession of a vehicle for use over the summer is required. 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 seven 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 ranging from 3 to 5 bedrooms each. The 3 bedroom homes are almost always occupied by members of the same gender. The 4-5 bedroom houses are 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 or satellite TV. All buildings have a laundry room with a washer and drier. The bedroom doors all have locks for your security. 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: Fredericksburg & Spotsylvania National Military Park
(Fredericksburg, VA)

POSITION TITLE: Intern – Cultural Resource Technician and Historical Interpreter

DIVISION/DEPARTMENT: Resource Stewardship Branch and Interpretation Branch

NATURE OF WORK/PRIMARY RESPONSIBILITIES: This 12-week internship includes shared duties under the supervision of the Cultural Resource Specialist and the interpretive Park Rangers. The intern will attend a park orientation beginning mid to late May, led by the Interpretation Branch. An exact date is to be determined, but likely May 17, 2021, so the intern must arrive and check into housing prior to that date.

Under the supervision of the park's Cultural Resource Specialist, the intern will assist with research projects, conduct field investigations and help to prepare files and reports documenting the park's cultural resources (archaeological sites, historic structures, cultural landscapes). Examples include researching and updating the park's gazetteer of historic sites and monuments, documenting buildings through photographs and research in park files and local repositories, and assisting with the preparation of forms and documents pursuant to the park's compliance with the National Historic Preservation Act. Research may involve work in park, local, state or national repositories.

Under the supervision of the interpretive Park Rangers, the intern will be a Historical Interpreter – please reference the position description on the previous pages.

A typical work week will be two weekdays with cultural resources, both weekend days with interpretation, and an additional weekday will alternate. The intern will work five days in a row.

SKILLS AND INTERESTS DESIRED:

- Ability to work collaboratively and independently, in order to complete tasks and problem solve
- Attention to detail due to organizational and time management skills
- Desired interest in cultural resource management and curation/museum studies
- Engaging, friendly and professional demeanor with public and staff
- Desired familiarity with photography
- Knowledge of history, preferred 19th century material cultural and the American Civil War
- Oral and written communication skills (public speaking, reports, social media, etc.)
- Research (primary and secondary sources) skills

TRANSPORTATION: Vehicle required.

CLASS YEAR PREFERRED: No preference.

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 seven 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: 1

HOST SITE: Gettysburg National Military Park (Gettysburg, PA)

POSITION TITLE: Intern - Interpretation, Education and Visitor Services

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: visitor services, program development and presentation, and working with children and families.

- Interns at Gettysburg National Military Park help staff the information desk at our visitor center, and rove throughout the park and the museum. This offers experience in meeting and greeting the public, and providing information/orientation to the park and general area.
- Interns are also responsible for researching, preparing, and presenting interpretive programs. First programs are almost always tours of the Soldiers' National Cemetery where President Lincoln delivered the Gettysburg Address. Second and sometimes third programs are chosen and prepared as the summer progresses, in cooperation with supervisor, among the over 20 programs offered each day. There are first-person interpretation opportunities if interested.
- Interns also assist with the daily "Join the Army" children's program, coordinate and present the daily hands-on history cart program, and work with families and children throughout much of the battle anniversary and other special events. Working with families and children develops important and necessary skills for anyone looking for an NPS career.

TRAINING: Two weeks of required training is provided, and includes all three areas (above); this training begins immediately after Memorial Day. The summer season runs through mid-August, and interns should plan on working as much of that season as possible. The typical workday for an Intern is 8:00 a.m. to 5:00 p.m., but can sometimes be 9:00-6:00. Interns will also have two consecutive days off each week, though will be expected to work weekends and holidays. Also, throughout the summer we provide additional opportunities for behind-the-scenes opportunities and to learn about other park service careers in museology, preservation, public information and more; the culmination of this training is a session on USAJobs application procedures.

Note: The duties outlined above are contingent upon normal operations. The COVID-19 pandemic may dramatically change operations and the viability or nature of this internship. A virtual option may be possible.

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. A friendly, engaging, and professional demeanor are also required. Additionally, experience in **effectively working with families and children** (or a willingness to learn how to do so) will be necessary. Finally, since interns live and work together during a very hectic summer, the ability to **work and communicate as a team** is necessary.

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 throughout the park for programs, roves, special events etc., as well as to nearby shopping facilities.

CLASS YEAR PREFERRED: Students who have just completed their junior year are preferred, but all qualified candidates will be fully considered.

PARK/ORGANIZATION SETTING: The division of interpretation is comprised of 13 permanent employees, as well as 10 seasonal rangers during the summer months. Gettysburg National Military Park is a very busy place during the summer season, with thousands of visitors per day. Interns will split their time between the visitor center and the outdoors. There are a total of 5 interpretation interns at Gettysburg, and 2 research interns. Additionally there are five interpretation interns at Eisenhower National Historic Site, and additional resource management, maintenance, and law enforcement interns and seasonal staff that the Pohanka intern may also live and work alongside.

HOUSING ACCOMMODATIONS: Free shared housing is available within the park; most bedrooms are shared and wifi is available but limited. There are laundry facilities onsite.

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

NUMBER OF AVAILABLE POSITIONS: 1

HOST SITE: Gettysburg National Military Park (Gettysburg, PA)

POSITION TITLE: Archaeological Intern

DIVISION/DEPARTMENT: Division of Resource Management

Gettysburg National Military Park and Eisenhower National Historical Site seeks a motivated and interested candidate to assist the park archeologist in the excavation and identification of archeological sites within the park. The intern will also assist in the care and curation of archeological collections and in the development and presentation of archeological findings through public programs and written reports. The successful candidate will develop practical skills and abilities in planning and conducting archeological research, including field methods, collections management, satellite mapping, archeological documentation, and archival research. The work will provide practical real world experiences alongside practicing professionals.

Interested candidates should be aware that field work occurs outdoors in various environmental conditions and summer temperature extremes. Office work, including collections care and curation, and archival and documentary research will be sedentary in nature.

SKILLS NEEDED:

- Some coursework in Archaeology preferred
- Must be able to bend, kneel, and lift at least 20 pounds
- Must have a current driver's license and be in good standing (i.e no suspended license) and have the ability to drive a four wheel drive pickup

TRANSPORTATION: A personal vehicle is recommended. A vehicle will be necessary to travel to nearby shopping facilities.

CLASS YEAR PREFERRED: Students who have just completed their junior year are preferred, although all qualified candidates will be fully considered.

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 6 permanent employees, as well as seasonal staff during the summer months. Gettysburg National Military Park is also a very busy place during the summer season, with thousands of visitors per day.

HOUSING ACCOMMODATIONS: Free shared housing may be available within the park. All park intern houses have wifi, and all but one have laundry facilities onsite. Most bedrooms are shared. If housing is not available within the park, the intern will be provided a room on the college campus.

COMPENSATION: Free shared housing (either park housing or on the college campus) and the \$1,500 Pohanka stipend.

NUMBER OF AVAILABLE POSITIONS: 1

HOST SITE: Gettysburg National Military Park (Gettysburg, PA)

POSITION TITLE: Cultural Resource Management Intern

DIVISION/DEPARTMENT: Division of Resource Management

NATURE OF WORK/PRIMARY RESPONSIBILITIES: We work primarily with the physical resources of both Gettysburg parks. At this time, the internship will focus on the battlefield resources. Between 1999 and the present, the landscapes of Gettysburg National Military Park were subject to an aggressive treatment and management approach in an attempt to rehabilitate the battle era appearance of the battlefield landscape. The basis of this rehabilitation effort was mapping compiled by Senior Historian Kathy Georg Harrison as part of a larger research project entitled *The Gettysburg Battlefield Landscape Rehabilitation Plan*. The mapping component of this project (26 original hand drawn maps) was completed prior to Ms. Harrison's retirement in 2012. The remaining data sets compiled as supporting documentation to the maps have not yet been fully sorted and organized. To date, Pohanka interns have completed 21 of 26 map sets. There is also a need for the creation of Farm Study Reports based upon independent research.

In addition, cultural resource management is a fluid nuanced and ever changing specialty at the park. Selected intern will have the opportunity to participate in applied history projects and discussions with other park staff (including management team), regional office staff as well as staff from the Pennsylvania State Historic Preservation Office.

SKILLS NEEDED:

- Expertise with Excel
- Attention to detail
- Flexibility
- Desire to learn about applied history

TRANSPORTATION: A vehicle is strongly recommended. Most intern housing is not within walking distance of the cultural resource offices. A vehicle will be necessary to travel to nearby shopping facilities.

CLASS YEAR PREFERRED: Students who have just completed their junior year are preferred, although all qualified candidates will be fully considered.

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 6 permanent employees, as well as seasonal staff during the summer months. Gettysburg National Military Park is also a very busy place during the summer season, with thousands of visitors per day.

HOUSING ACCOMMODATIONS: Free shared housing may be available within the park. All park intern houses have wifi, and all but one have laundry facilities onsite. Most bedrooms are shared. If housing is not available within the park, interns will be provided rooms on the college campus.

COMPENSATION: Free shared housing (either park housing or on the college campus) and the \$1,500 Pohanka stipend.

NUMBER OF AVAILABLE POSITIONS: 2

HOST SITE: Gulf Islands National Seashore

POSITION TITLE: Resource Education Intern

DIVISION/DEPARTMENT: Resource Education Division

NATURE OF WORK/PRIMARY RESPONSIBILITIES: The intern will be assigned to the Resource Education Division and serve at the Fort Pickens Area in the Florida Area of the park. They will be supervised by Park Ranger Casimer Rosiecki.

Duties include maintaining a safe and fun environment for staff, interns, volunteers, and guests; performing informal interpretation; researching, writing, and presenting formal interpretive programs; conducting 19th century small-arms or artillery demonstrations; and completing additional projects as assigned.

The Intern must be comfortable speaking publicly to diverse groups of people, both small and large. The ability to conduct research using both primary and secondary source material is also a valued skill. An interest or appreciation for audience centered engagement is also important.

A good working knowledge of U.S. history from the 1820s to the 1940s—and particularly of the Civil War era—is a plus.

Other potential opportunities may include web and social media outreach, library management, volunteer program management, and supporting water-based programs like snorkeling and kayaking or aboard Pensacola Bay Cruises.

Work is full-time (40 hours per week) including weekends and holidays. Hours are generally 8:30 am–5 pm. Interns will have two consecutive days off each week. Additional time off is not guaranteed. Interns will work for 12 weeks, typically from the end of May through mid-August.

The intern must submit to and successfully pass a federal background investigation provided by the park before their start date.

This position is contingent on park and division operations as a result of COVID-19.

SKILLS DESIRED:

- Superior oral and written communication skills
- Ability to adjust to changes in work schedule
- Experience working with diverse people
- Demonstrated interest in public history
- Ability to work independently and as part of a team

TRANSPORTATION: A personal vehicle is required. Housing is located on the western end of Santa Rosa Island. The nearest community with basic services is 13 miles away. A toll is collected to access the island. Visit myescambia.com/pensacola-beach/waystothebeach to learn more.

CLASS YEAR PREFERRED: Current sophomore, junior, or senior

PARK ORGANIZATION SETTING: Gulf Islands National Seashore encompasses barrier islands with white sandy beaches, a breeze-swept coastal mainland, and emerald waters in Mississippi

and Florida. The park extends for 160 miles from Cat Island in Mississippi to Santa Rosa Island in northwest Florida. Congress set aside Gulf Islands for the purpose of preserving areas possessing outstanding natural, historic, and recreational values for public use and enjoyment.

The current authorized acreage is 139,175 acres, of which 120,000 acres is marine habitat. The park contains one of the nation's finest collections of seacoast defenses with four mid-1800s fortifications and 15 late 1800s and early 1900s batteries. The park is managed by approximately 60 employees (all divisions). Visitation in 2019 exceeded 5.7 million guests, ranking Gulf Islands as the 10th most visited national park in the United States.

The Florida Area of the park is made up of six smaller areas located around the Pensacola region. The Fort Pickens Area is the most visited. The area offers personal and non-personal interpretive services, a campground, public fishing pier, public beach access points, seven miles of the Florida National Scenic Trail, and a passenger ferry terminal.

HOUSING ACCOMODATIONS: Shared park housing is located in several restored historic buildings in the Fort Pickens Area of the park. Each furnished unit contains a private bedroom, shared bathroom, living room, kitchen with appliances and limited cookware, and washer and dryer. You will need to bring linens and towels. Wi-Fi is not available.

Park housing is 10 miles from Pensacola Beach, 13 miles from Gulf Breeze, and 20 miles from Pensacola. Each community offers shopping, restaurants, and entertainment. The closest hospital is located in Gulf Breeze.

COMPENSATION: Provided housing and \$1,500 Pohanka stipend

NUMBER OF AVAILABLE POSITIONS: 1-2

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;
- 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)

The internship will begin in mid-May and end by early August. Interns will train together as a class.

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 Education

NATURE OF WORK/PRIMARY RESPONSIBILITIES: This internship is in the Division of Interpretation and Education 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 the workday.

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 workday.

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. **With COVID-19 causing changes to the way interpretation has traditionally been done at the park, the chosen intern may participate in the creation of virtual materials that help further the mission of the battlefield.**

The typical workday 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. The internship will begin on May 24 and run for 11 weeks, ending around August 7. Interns should check in to park housing on Friday, May 21.

TRANSPORTATION: Vehicle required (Park housing and grocery stores are not within reasonable walking distance).

CLASS YEAR PREFERRED: No preference.

PARK/ORGANIZATION SETTING: The Manassas National Battlefield park is situated approximately 25 miles west of Washington D.C. in the Piedmont region of Virginia in both Fairfax and Prince William Counties. The park encompasses over 5,000 acres of historic landscape upon which the battles of First and Second Manassas were fought during the American Civil War. The park contains numerous historic resources and structures including three wartime houses as well as nearly pristinely preserved historic landscape features of the 19th century piedmont farmsteads. The park has 25 permanent employees across all divisions and numerous seasonal employees and interns throughout the year.

The park is located approximately 5 miles north of the City of Manassas with numerous retail stores, grocery stores, gyms, hospitals, and restaurant locations within immediate proximity to the park. Because of the accelerated growth rate of the surrounding area, the preservation and protection of the park's resources and values has become even more important to the NPS and the general public.

HOUSING ACCOMMODATIONS: The park has three fully furnished housing units in the park that the intern may reside in. The housing units have all necessary amenities (including laundry) and meet the standards to be audibly and visually accessible. The park housing will be shared housing and placement will be determined by the needs of the park.

COMPENSATION: Free Shared Housing and \$1,500 Pohanka stipend

NUMBER OF AVAILABLE POSITIONS: 1

HOST SITE: Manassas National Battlefield Park (Manassas, VA)

POSITION TITLE: Cultural Resources Intern (Interdisciplinary)

DIVISION/DEPARTMENT: Resources Management

NATURE OF WORK/PRIMARY RESPONSIBILITIES: This internship is in the division of Resources Management and will be supervised by the Cultural Resource Specialist. Duties include assisting the park cultural resource specialist with the following tasks: annual condition assessments and reports, section 106 compliance, archival research, CR planning, architectural conservation work, CR related contract and project management, and field studies/research (including ongoing HSRs, CLRs, and Archeology). Other duties may include conducting documentation of historic structures/resources and completing minor studies or reports for identified historic resources. Additionally, the intern may have duties including drafting cultural resource related social media posts, assisting with museum housekeeping duties, and performing housekeeping duties related to archives/records management.

The nature of work at Manassas National Battlefield Park requires an interdisciplinary approach to the management of the park's cultural resources. As such, the intern will have the opportunity to work with specialists within the CRM field touching on all facets of the profession. This will include opportunities to work with regional/agency wide programs as well as contracted private sector services. The experience from an internship at the park will provide a primer to CRM work and the various sub-specialties within the field.

The typical workday is from 7:00 – 3:30, with a half-hour lunch break. The hours are subject to change during the summer, depending on the project work and associated timelines. The nature of the work will require a mix of time in the office and in the field. The intern should be prepared for full workdays in the field during the summer season, sometimes consecutive days. The internship will begin on **May 17** and run for 11 weeks, ending around **August 1**. Graduating seniors will be considered for this internship.

NOTE: In the event of COVID restrictions during the summer of 2021, a virtual or telework opportunity may be possible especially if the candidate is proficient with the Microsoft Office Suite and Adobe Illustrator, InDesign, or Photoshop.

SKILLS AND INTERESTS DESIRED:

- Ability to work in a dynamic environment in a collaborative and independent capacity
- Attention to detail in all aspects of the duties and responsibilities
- Interest in cultural resource management or associated fields (i.e. archeology, historic architecture, etc.)
- Knowledge of 19th century Virginia history and the American Civil War
- Interest in vernacular historic structures, cultural landscapes, or monuments
- Oral and written communication skills (reports, social media, etc.)
- Research (primary and secondary sources) skills in both remote and physical archives/locations
- Proficiency with the Basic Microsoft Office Suite

TRANSPORTATION: Vehicle required (Park housing and grocery stores are not within reasonable walking distance).

CLASS YEAR PREFERRED: No preference.

PARK/ORGANIZATION SETTING: The Manassas National Battlefield park is situated approximately 25 miles west of Washington D.C. in the Piedmont region of Virginia in both Fairfax and Prince William Counties. The park encompasses over 5,000 acres of historic landscape upon which the battles of First and Second Manassas were fought during the American Civil War. The park contains numerous historic resources and structures including three wartime houses as well as nearly pristinely preserved historic landscape features of the 19th century piedmont farmsteads. The park has 25 permanent employees across all divisions and numerous seasonal employees and interns throughout the year.

The park is located approximately 5 miles north of the City of Manassas with numerous retail stores, grocery stores, gyms, hospitals, and restaurant locations within immediate proximity to the park. Because of the accelerated growth rate of the surrounding area, the preservation and protection of the park's resources and values has become even more important to the NPS and the general public.

HOUSING ACCOMMODATIONS: The park has three fully furnished housing units in the park that the intern may reside in. The housing units have all necessary amenities (including laundry) and meet the standards to be audibly and visually accessible. The park housing will be shared housing and placement will be determined by the needs of the park.

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: Division of Resource Management

NATURE OF WORK/PRIMARY RESPONSIBILITIES: The Pohanka Intern will work closely with the Museum Curator, primarily out of the Resource Management office. Work days must coincide with the work schedule of the Museum Curator which will be a Sunday-Thursday schedule (the intern will have Memorial Day and Independence Day off). The intern should be able to exhibit an ability to work in a team environment as the office building contains the park's archeologist, the curator, and the park's natural resource specialist and any other interns and volunteers assisting the resource management team. Furthermore, this work often involves coordination most often with the Maintenance and Interpretation divisions at the park.

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. The intern should also expect to conduct some research as well as present information to the public using artifacts to tell stories of people and events at Petersburg. 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.

The intern will work roughly **11-12 weeks**, generally from the week before Memorial Day through the first week of August.

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: There are several buildings available for housing, used predominantly to house the summer seasonal staff and interns. At present, the park generally uses two non-historic buildings for housing which are located near park headquarters and the law enforcement office.

The housing provides no frills, and is very basic. It has no cable TV or satellite TV and no internet access; however, the house is already wired for it and the intern along with other staff in the house can

make arrangements to have cable and/or internet access for the summer if they desire. Housing is co-ed and the intern can expect to have his/her own private bedroom and shared bathroom. All rooms are furnished. Housing has a washer and dryer. 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 stove, refrigerator, small appliances, cookware, cooking utensils, plates, cups, knives, forks and spoons.

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.

[View their Website](#)

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 and Education Center

POSITION TITLE: Intern – Museum Operations and Interpretation

NATURE OF WORK/PRIMARY RESPONSIBILITIES: This opportunity at Seminary Ridge Museum and Education Center will provide students a broad introduction to various aspects of small museum work, focusing particularly on the operational side of museum practice and living history interpretation.

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

- a. Marketing and Events– Intern will gain an introductory understanding of the role of print and social media marketing and relationship-building in attracting visitors. Intern will assist Marketing staff in planning and promoting annual Legacy Weekend (September) and other special summer events.
- b. Programming – Intern will receive an introduction to education and interpretive theory and gain practical experience in delivering content in a living history format.
- c. Visitor Experience – Intern will shadow Visitor Services staff in dealing with daily inquiries and issues with a focus on customer service. Intern will have the opportunity to interact directly with guests as he/she builds their skills.
- d. Development – Intern will learn about the importance of donor relations, fundraising, and endowment in maintaining museum operations.

SKILLS DESIRED:

- Strong writing and public speaking skills
- Exemplary customer service, public speaking, and conversational skills.
- Interest in nonprofit museum work
- Attention to detail
- Ability and willingness to work outside
- Familiarity with 19th century material culture, military decorum, and/or civilian life.

CLASS YEAR PREFERRED: No preference

PARK/ORGANIZATION SETTING: Seminary Ridge Museum and Education Center is located on the campus of the United Lutheran Seminary—Gettysburg Campus. 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.

HOUSING ACCOMODATIONS: 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: Pohanka 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, cataloging, transcription, and digitization. The intern will be introduced to basic preservation/conservation and material handling techniques as well as archival theory and practice. They will create a Finding Aid and other research assistance tools. The intern will gain experience working with PastPerfect museum software, CONTENTdm image managing software, and MUSCAT Plus cataloging software.

In addition to supporting our public history outreach through archival materials, our intern will work with 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 Plus. Opportunities to catalog regimental histories and learn about the conservation of Civil War era books are also possible. 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 their interests, whenever possible.

In Summer 2020, our Pohanka Internship was conducted via Zoom because of national concerns regarding COVID-19. To accommodate the need for remote learning, our internship was adapted to focus on best practices for public history as delivered through digital collections, metadata, and online exhibits.

SKILLS DESIRED:

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

CLASS YEAR PREFERRED: No preference

MUSSELMAN LIBRARY DIVERSITY AND INCLUSION STATEMENT: Musselman Library is committed to creating, through our learning spaces, programs, services, collections, and policies, an environment that supports, values, and respects everyone in the Gettysburg College community. At Gettysburg, diversity includes but is not limited to age, country of origin, disability, ethnicity, gender, gender identity or expression, geography, learning differences, political beliefs, race, religion, sexual orientation, and socioeconomic level.

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

Special Collections and College Archives 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 and the Battle of Gettysburg. Special Collections and College Archives supports research on soldiers, townspeople and College students/faculty who witnessed the effects of the Civil War. Our collections promote an understanding of the Civil War Era and the commemoration of its memory.

HOUSING ACCOMODATIONS: 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. 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.

Depending on the status of the COVID-19 pandemic, a virtual experience MAY be possible.

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 rural 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.

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: Vicksburg National Military Park (Vicksburg, MS)

POSITION TITE: Intern - Volunteer Visitor Use Assistant

DIVISION/DEPARTMENT: Interpretation, Education & Visitor Services

SCHEDULE: The position schedule is 40-hour work weeks including weekends, and holiday. Intern reports to their scheduled duty station at 8:00AM till 5:00PM. An hour lunch is included.

JOB DUTIES FOR INTERN: The intern is a vital asset of the interpretive division! Serving as a uniformed front-line interpreter, they will be responsible for staffing the visitor center desk, the U.S.S. Cairo Museum desk, and work alongside volunteers, fellow staff members and park partners to provide information and informal interpretation to the public.

Additionally, the intern will be responsible for a variety of traditional ranger programs including: interpretive talks, guided hikes, educational programs for school groups, and aiding in specially scheduled tours of the military park. There is a strong emphasis on incorporating audience-centered techniques into programs and ensuring that all programs meet the new standards set forth in the *Foundations of 21st Century Interpretation*. There is a renewed focus to reach new audiences, explore contemporary meanings of the military park and furthering our efforts to engage the local community as well as our robust visiting public. A federal background investigation is required for computer access.

Collateral duties may include cultural resources, archives, natural resources, living history, and social/physical media development. Park staff will work with the intern for training and to concentrate on specific topics or interests.

During the 2020 COVID-19 pandemic all park buildings were closed to the public. Intern experiences were adjusted to account for the pandemic conditions. A heavy emphasis on virtual interpretive media including short/long interpretive program videos, social media content, historic weapons training utilizing social distance practices, operational leadership training (small classes), and developing event operation plans.

If pandemic conditions persist, the park intends to offer similar interpretive experiences to interns over the 2021 season. Additional potential opportunities for the 2021 season may include: (digital media projects, research projects, culture resource projects, visitor services evaluation assistance, training opportunities, and park interpretive media development).

DESIRED SKILLS:

- Work with diverse teams to accomplish the park's mission.
- Strong customer service skills.
- 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.
- 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.

UNIFORM: The National Park Service's uniform policy (Reference Manual #43) is firm in professional attire and appearance. Interns will wear a VIP uniform that is required for this position which consists of: button down shirts, jacket and ball cap. The selected candidate will provide khaki slacks and comfortable

dress shoes (no sneakers). Uniform sizes will be confirmed prior to the intern arriving to the duty station. Exceptions are taken into account on a case by case basis.

TRANSPORTATION: Vicksburg National Military Park is in an urban environment with city, county, US Highway and park roads. A vehicle **is required** for this position. Government vehicles are for driving within the park boundary only.

OPERATION OF GOVERNMENT VEHICLE: The intern will use government vehicles for transportation inside the military park and a valid driver's license is necessary. A government background investigation is required for this position for operating park vehicles.

PARK/ORGANIZATION SETTING: Vicksburg National Military Park protects close to 2,000 acres in and around the city of Vicksburg, MS, commemorating the story of the siege of Vicksburg from May 18-July 4, 1863. Both Union and Confederate governments saw the vital importance in Vicksburg and its location for controlling the Mississippi River. Victory here gave the Union army control of the Mississippi River throughout the rest of the Civil War. The Military Park includes 1,325 historic monuments and markers, making it one of the largest collections of outdoor art in the world. The Military Park also tells the story of the occupation and post-war period of Reconstruction in Vicksburg. This is a unique time in the history of the park as it is in the initial stages of an expansion to manage new sites to better protect and interpret the larger Vicksburg Campaign. Over half a million visitors visit the Military Park every year. For more information on Vicksburg NMP, [visit their website](#).

The Military Park lies just to the east of the city of Vicksburg. Vicksburg is a vibrant community with over 46,000 people living in the city and surrounding area. The immediate area offers plenty of amenities including restaurants, grocery stores, doctors, hospital, daycare, and a robust housing market. The closest airport is located in Jackson, MS, approximately a 45 minute drive east of Vicksburg. New Orleans, Louisiana and Memphis, Tennessee are approximately 3 hours away, Dallas, Texas is 5 hours away, and Nashville, Tennessee is 6 hours away. More area information can be found on [their website](#).

HOUSING ACCOMMODATIONS: Seasonal park housing is available with the park and includes a personal bedroom, shared living room, dining room, bathroom and kitchen. Kitchen is stocked with plates, cups, silverware, coffee pot, dishwasher, and cabinet space for personal items. On-site washer and dryer included. WI-FI and cable ARE included! Intern provides linens, pillows, blankets for bed.

COMPENSATION: Free 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. 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. (Any work developed with the National Park Service is in the public domain and open to public use.)

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:
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 2021 **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
- Create tactile exhibits and activities for children
- Create educational videos to be shared via YouTube

Due to COVID-19 and housing constraints at the park, this position will be remote. Thus, the selected intern must possess excellent communication and time management skills, and be self-motivated and responsible.

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

TRANSPORTATION: This position will be remote.

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.

[Visit their Website](#)

HOUSING ACCOMMODATIONS: This position will be remote, so no housing will be offered.

COMPENSATION: \$1,500 Pohanka stipend

NUMBER OF AVAILABLE POSITIONS: 1