



Greater Portland Landmarks – 2019 Summer Intern Position Description

93 High Street, Portland, ME 04101 (207) 774-5561 www.portlandlandmarks.org

2019 Historic Preservation Intern

Greater Portland Landmarks seeks **4 Preservation Interns** to provide support for our Director of Advocacy in managing Landmarks' *Places in Peril endangered properties program* and conducting *reconnaissance level surveys* in Portland and South Portland, historic seaport cities on the coast of Maine. Interns will be exposed to many facets of a community-based historic preservation organization through surveys, advocacy, activities and events.

Several Greater Portland initiatives have looked at the impact of climate change on the infrastructure of Portland and South Portland waterfront communities. However, there has been no study to date addressing the impact of sea level rise on historic structures in either community. The Greater Portland Historic Resources Survey will identify and document historic resources in two neighborhoods, one in South Portland and one in Portland, that are threatened by the impacts of climate change. The team of interns will conduct field surveys and archival research, produce written and photographic documentation, and complete data entry of survey information for two historic waterfront neighborhoods. In addition, interns will work on the Places in Peril Program providing assistance with all aspects of the endangered properties selection process, inspect easement properties, attend selected civic and neighborhood meetings, and work with an enthusiastic staff of preservation professionals.

Primary Duties

- Conduct Reconnaissance Level Survey of properties according to Maine Historic Preservation Commission standards.
 - Photograph historic resources with a digital camera.
 - Create and maintain maps of surveyed resources.
 - Enter field notes and photographs into Maine's Cultural & Architectural Resource Management Archive and prepare for transmittal to Portland's Historic Preservation Program.
 - Assist the Director of Advocacy with research for local historic district nominations.
- Manage nominations process for the 2019 Places in Peril program, including media releases.
 - Research properties being considered for endangered property status, maintain paper and electronic files, take media-quality photographs, and create short building profile summaries for use in documenting and selecting nominated endangered properties, and publicizing selected properties.
 - Prepare pre-meeting information packets and Power Point presentations for selection process.

Ancillary Duties

- Assist Director of Advocacy in inspecting Landmarks' preservation easement properties; document condition of these properties.
- Write articles for the *Greater Portland Landmarks* magazine, blog posts, and website posts as assigned.
- Conduct research on how selected communities across the country identify and protect historic cobblestone and granite paver streets. Document historic pavers in parts of Bayside to be used as a resource for the City of Portland. Prepare a preservation approach for the City of Portland.
- Attend meetings of the Advocacy and Places in Peril Selection Committees. Draft minutes and meeting notes.
- Participate in a variety of preservation-related activities and community meetings.

Supervision

- Position reports to Director of Advocacy

Qualifications

- Currently enrolled in, or have graduated from a graduate program in historic preservation, urban planning, community development, American studies, American history or architectural history. Recent undergraduate college graduates will be considered but must have a very strong background in above areas and strong writing skills.
- Knowledge of the Secretary of the Interior's Standards and National Register of Historic Preservation nomination standards is highly beneficial.
- Experience in, or knowledge of, cultural resource surveys and research methods is beneficial.
- Applicant should have excellent interpersonal communication skills, the ability to participate successfully as member of team-based environment, and the ability to maintain confidentiality.
- Solid office skills and use of Microsoft products (Office, Excel, Outlook, Power Point). Familiarity with InDesign is beneficial.
- Applicants should have excellent writing skills, be highly organized and efficient, and have an ability to manage multiple tasks and meet deadlines.
- Ability to operate a digital camera and compose quality architecture and landscape photographs is required.
- A car is not required, but may be helpful. The applicant must be sufficiently mobile to travel up and down city blocks for several hours at a time and to climb stairs.
- Some familiarity with New England architecture is preferred but not required.

Honorarium: \$3,000 for 10 weeks

Housing: If needed, housing is available in private homes.

Service Dates: June 3rd - August 16th (10 weeks within those dates, some flexibility to accommodate college schedules)

Interested candidates please send cover letter explaining your background and interest in the internship projects, a resume, writing sample, photography samples, and three references by February 15, 2019 to: Hilary D. Bassett, Executive Director, Greater Portland Landmarks, hbassett@portlandlandmarks.org, Preservation Intern in subject line. Electronic applications are preferred.

Greater Portland Landmarks Mission

To preserve and revitalize Greater Portland's remarkable legacy of historic buildings, neighborhoods, landscapes and parks.

Vision

Greater Portland residents and visitors will appreciate, protect and support the historic fabric and architecture of the community, thus enriching our lives and those of generations to come.

Beliefs

- The maintenance and enhancement of our historic buildings, neighborhoods, landscapes and parks support sustainability, spur economic development and help to make Greater Portland one of the most vital communities in America.

- The design, quality and condition of the built environment affect our sense of well-being, evoke the power of the past and embody our aspirations for the future.
- Historic structures can and should be adapted to fit modern uses while maintaining their integrity and character.
- Education is essential to carry forward the stories and achievements of the past and to rally the public to preserve and revitalize Greater Portland's legacy for the future.