



LCHIP Historic Resources Intern – 2019

New Hampshire's Land and Community Heritage Investment Program (LCHIP) seeks an intern to assist with following up on historic properties that have benefited from LCHIP funding, along with evaluating historic-resource grant proposals. The internship will provide practical experience in historic preservation including interpreting legal documents, monitoring and inspecting historic properties, assessing building conditions, interpreting the Secretary's Standards, and report-writing and documentation. It will also provide experience in reviewing historic-preservation grant applications.

Primary Responsibilities: The intern will conduct field inspections of approximately 29 previously funded LCHIP projects across the state, to include:

- Communicate and meet with historic-resource stewards
- Review project files and conduct on-site inspections to assess compliance with LCHIP requirements
- Document results of file review and property inspection in reports
- Enter data into LCHIP's database

Other duties:

- Review grant proposals and create documents to support the evaluation of LCHIP's 2019 grant proposals
- Aid LCHIP staff with daily activities and administrative tasks, as time allows

Requirements: The successful candidate will be currently enrolled in, or recently graduated from, an undergraduate or graduate program in historic preservation or a closely aligned field. The ideal candidate will have strong understanding of the Secretary of the Interior's Standards, basic familiarity with preservation easements, and familiarity with Excel, Word, Access, and PowerPoint. Tact and a positive attitude are also important, especially for dealing with property owners. The ability to work independently will be essential, although there will also be many opportunities to work with LCHIP's small, energetic staff. Reliable transportation is required. Photography skills are valued.

Schedule: This is a temporary position with a flexible schedule to be agreed upon by the intern and LCHIP comprising 30 to 35 hours a week for a period of 10—17 weeks up to a maximum of 450 total hours. Start and end dates are flexible, but are expected to fall between May and August 2019. Position will be based at LCHIP's office in Concord, NH, but will include extensive travel around the state.

Compensation: \$12—\$15/hr. depending on qualifications. Mileage will be reimbursed at the applicable federal rate. Housing is not provided.

How to Apply: Please submit a resume, cover letter, and the names and contact information of two academic or relevant professional references to LCHIP's Historic Resource Specialist, George Born, at gborn@lchip.org, by April 15, 2019. Please include "2019 Historic Resources Intern" in the e-mail's subject line.

LCHIP is an independent state authority that makes matching grants to NH municipalities and non-profits to conserve and preserve New Hampshire's most important natural, cultural and historic resources. LCHIP is an equal opportunity employer.