Cemetery Operations - Cemetery Conservation/GIS Intern

Dates of Internship

Winter/Spring 2020 (January 15 – May 15)

Supervisor

Tonja Walls-Davis

512-978-2320

512-978-2321

Tonja.Walls-Davis@austintexas.gov

Work schedule

10-15 hours, Flexible Mon-Fri 8-5

Is this Paid Internship?

Yes

Primary Project

* Assist with the assessment and documentation of historic cemetery resources
* Develop conservation treatment plans based on assessments
* Conduct research related to cemetery spaces and lots
* Enter space information into ArcGIS cemetery maps
* Answer phones, greet customers, and conduct research based on customer needs

Internship Goals

* Learn basic cemetery conservation assessment and treatment skills
* Learn to complete conservation condition assessments, treatment plans, and treatment reports
* Learn to conduct primary source research relating to cemeteries
* Understand how municipal cemeteries operate
* Develop cemetery mapping skills in ArcGIS

Qualifications

* Undergraduate or graduate student in Historic Preservation, Architecture, History, Art History, geography, GIS or a related field
* Interest in the preservation of historic cemeteries
* Advanced skills in archival research using databases and primary source material
* Experience interacting with customers and the public
* Experience with ArcGIS preferred
* Experience in art/architectural conservation or sculpture preferred
* Ability to work outdoors and lift up to 30 lbs.

Additional Information

If interested in being considered, please submit a cover letter and resume to Tonja.walls-davis@austintexas.gov.