

**OFFICE OF HISTORIC PRESERVATION
DEPARTMENT OF PARKS AND RECREATION**

P.O. BOX 942896
SACRAMENTO, CA 94296-0001
(916) 653-6624 Fax: (916) 653-9824
calshpo@ohp.parks.ca.gov
www.ohp.parks.ca.gov



The California State Office of Historic Preservation (OHP) is seeking graduate students for its internship program. The program will provide students with valuable workplace skills and career insights for students interested in the field of historic preservation.

Students receive hands-on experience involving the documentation of California's valuable cultural resources through the Internship Program. Interns are introduced to the National Historic Preservation Act which authorizes OHP's creation and its responsibilities. One of OHP's chief responsibilities that will involve most of the intern's time is the maintenance of a state-wide inventory of its archeological resources and historic properties. Programs that students are exposed to include: National Historic Preservation Act, California Historical Resource Information System (CHRIS), Federal Project Review, local government surveys, California's Registration programs and the National Register of Historic Places.

OHP normally employs two to three graduate interns for 20 hours a week. Working hours will be available Monday-Friday, between the hours of 8-5. OHP is conveniently located at 1416 9th ST, Sacramento (by the 8th & O St light rail stop). Interns must be completing a bachelor's degree or be enrolled in a graduate program during his/her OHP internship. Interns are currently paid \$10.28 an hour to start with a pay scale based on experience and skill levels. The intern is responsible for processing, scanning, geocoding, and researching historic resource documents submitted to the Office of Historic Preservation.

Desirable Qualifications: Ability to work well with public and staff, and as a team member. Willingness to learn new skills. Enjoy working independently. Good computer skills, especially in Microsoft Office programs. Experience with Geographic Information System (GIS), using ArchGIS, is highly desired. Interest in California history and government is encouraged. Applicants must be currently enrolled in a graduate program in history, archeology, geography, or related field, be able to make a minimum 3 month commitment (during which their student status must be maintained).

Interested applicants should contact Joseph McDole, Intern Supervisor, (916) 653-8972, or jmcdole@parks.ca.gov. Please submit a resume.

Joseph McDole
State Historian II
Office of Historic Preservation
P.O.Box 942896
Sacramento, CA 94296-0001