



Town of Haymarket, VA Historic Preservation Summer Intern

The objective of the Historic Preservation Intern is to facilitate the expansion of an inviting and meaningful Historic Preservation Program in the Town of Haymarket, VA. The Intern will establish and promote the value of the Town's History and Historic Preservation through a variety of outlets while showcasing the Town's Museum. Specific duties and responsibilities will be as follows:

Type of Position

This is a part-time, seasonal/temporary non-exempt position, paid on an hourly basis. The Intern must work a minimum of 20 hours a week (with a maximum of 32 hours per week), for a period of at least 10 weeks but no more than 12 weeks. Intern will be paid at a rate of \$12.00/hr.

Responsibilities:

The essential functions of the position are to gather, analyze, and present information related to the Town's historic preservation program. The position requires the ability to communicate well orally and in writing and the ability to collect and organize information, including photographs and historical documents, in ways that promote the Town in a historically accurate and aesthetically pleasing fashion.

The duties described below are indicative of what the duties the Historic Preservation Intern may be asked to perform; others may be assigned

- Prepare historic articles for the Town Website, Museum and distribution via Newsletter
- Coordinate the Historic Haymarket Art Contest for Haymarket Day
- Organize and catalog historic documents, artifacts and photographs in the Museum
- Create a variety of 12 "snapshot" exhibits for the Museum
- Research and Design new Holiday ornaments with a historic Haymarket theme, to include a brief history on the featured design.
- Complete special projects and other duties as requested by the Office Manager and Town Planner
- Give an end of summer presentation to Town Council and the Architectural Review Board to summarize work completed

Skills and Qualifications:

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

Required:

- High School Diploma and some College Coursework
- Background in art, art history, history, or museum management.
- Experience with Microsoft Office (Word, Excel, Powerpoint, Publisher)
- Experience working with social media.
- Fluent in the English Language, to include speaking, hearing, reading, and writing.
- Routinely lifts up to 15lbs; occasionally lifts up to 25lbs; rarely lifts up to 35lbs. Must be able to climb stairs.
- Must be able to take, edit, evaluate, and import/export a variety of photographic formats on technical and esthetic grounds.

The work is generally performed indoors but may require photographing historic structures. The work is to be performed during normal business hours on the premises of the Town unless otherwise expressly permitted by the supervisor.

Employer Overview:

The Town of Haymarket is a proactive small town of about 1,900 that prides itself on citizen service and maintaining a small town feel amongst a rapidly growing suburban area. We have a small staff, but this does not hinder us from accomplishing big goals and projects. Located at the Crossroads of Routes 15 and 55, the Town has a deep history that is part of the national Journey through the Hallowed Ground regional tourist attraction. The value and beauty of this area is no longer a secret, and so new businesses and residents move to this area each day, enriching the community with economic opportunities and diversity of character. We offer you and your family a range of choices in recreation, education, and business and community development opportunities.

Supervision:

This position reports directly to the Town Planner. This position does not supervise any others.

Additional Information:

This job description is not intended to be a comprehensive list of the duties and responsibilities of the position and duties. Responsibilities may change without notice.

This job description is not an employment agreement or contract.

The Town of Haymarket, Virginia, is an equal opportunity employer. In accordance with applicable law, the Town of Haymarket, Virginia, prohibits discrimination and harassment against any applicant or employee based on any legally recognized basis, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, physical or mental disability, genetic information (including testing and characteristics) or any other consideration protected by federal, state or local law.