



## **Preservation Services Internship Summer 2023**

Preservation Buffalo Niagara (PBN) provides leadership in identifying, protecting, and promoting our unique architecture and historic legacy, and connecting people to the places they love in Western New York.

With an internship with PBN, interns will gain experience in a non-profit setting and have the opportunity to learn how historic preservation works in a real-world setting. PBN internships are a great opportunity for students in a variety of fields, especially those in historic preservation, architectural history, architecture, urban planning, communications, or non-profit management. Internships are awarded after an application and interview process.

### **Preservation Services Internship Description**

Two internship positions are available for a May 2023 start for the summer semester. Interns will work with PBN's Preservation Planner and Director of Preservation Services assisting with advocacy issues and special projects by completing needed historical and case-study research.

### **Typical Work Activities**

- Research the built environment using a variety of primary and secondary source materials (online and local resources) including maps, deed records, tax records, probate/estate records, building permits, architectural drawings, documentary photographs, family papers, census records, newspapers, period publications and oral histories.
- Conduct field research and prepare resource forms, including photography and written architectural descriptions.
- Synthesize the research, methodologies, results, and other pertinent information into written building descriptions, significance statements, landmark nominations, and/or other types of applicable reports.
- Keep detailed notes, records, and files.
- Assist in planning and managing events related to these projects.

### **Qualifications**

- Candidates should be in a graduate level degree program or recent graduate with a degree in preservation, history, urban planning, and/or architecture, but consideration will be given to those coming from related disciplines with a strong interest in or familiarity with historic preservation.
- Ideal candidates must be self-motivated, detail-oriented students with strong research and writing skills.
- Strong interviewing and fact-checking abilities are a plus

### **Schedule, Office Location, & Compensation:**

617 Main Street, Buffalo, New York 14203 • (716) 852-3300 [www.preservationbuffaloniagara.org](http://www.preservationbuffaloniagara.org) • [info@pbnsaves.org](mailto:info@pbnsaves.org)



Qualified applicants will be available for flexible, virtual scheduling for a minimum of 15 hours per week, with an average of 20 hours per week. Weekly hours are flexible and can be adjusted as needed to accommodate school schedules. The term of the internship will be 8 to 10 weeks, depending on average weekly hours, with the possibility of extension based on availability of funding.

While much of the work can be done remotely, Interns will need to be available to conduct necessary in-person research in the City of Buffalo or other locations in WNY depending on the specifics of their project and be able to meet with PBN staff and other project partners as needed and necessary.

Each internship pay is a flat \$4,500 stipend to be paid in two installments, 50% at the start of the internship and 50% at the middle point.

**Apply for the Preservation Services Internship**

Applications are due by Friday, March 24, 2023, by 5:00pm. Applicants are asked to provide a letter of interest and resume (PDF format only) to [toconnell@pbnsaves.org](mailto:toconnell@pbnsaves.org) using the subject line "Preservation Services Internship". All applications must be submitted via email. Applicants should be prepared to send examples of work if requested.