

Anne Arundel County's Preservation Stewardship Program

– Internship with Stipend Available –

Historic Cemetery Documentation & Public Outreach Assistant

Introduction:

[Anne Arundel County Division of Cultural Resources](#) in conjunction with [The Lost Towns Project](#) is offering an internship to assist with historic cemetery documentation in Anne Arundel County. Upper-level undergraduates, graduate students, and recent graduates are invited to apply for this paid position and may earn internship credits through their home department if they wish.

Goals and Objectives:

The Anne Arundel County Cultural Resources Section relies on the documentation of location, condition, and significance for individual sites in its County Inventory of Historic Resources in order to ensure their preservation. Historic cemeteries are among the most endangered of these historic sites. The successful candidate will provide important assistance with the County cemetery database, inventory forms, and public outreach. Skills will be gained in cemetery survey practices, archival research, assessing site condition both from records and in the field, developing statements of historic significance, and conducting database management and analysis. Students will take away valuable experience for a further career in cultural resource management, historic preservation, or related fields.

Specific Internship Description:

Interns will assist the Cultural Resources Section with updates to the Anne Arundel County Cemetery Database, data creation, completion of inventory forms, and with development of a summer public workshop for the County's Preservation Stewardship Program. This project will enhance and verify existing documentation in the County's cemetery database, as well as develop additional databases or resources for research analysis.

The intern will be required to:

- Assist staff with desk audit of the existing cemetery database, which includes georeferencing existing maps with cemetery information to build a spatial database for cross-reference
- Assist with developing, coordinating, and leading a single 2-hour public workshop on the history, significance, and preservation needs of the Hammond Plantation Cemetery at the USNA Dairy Farm, (date t.b.d. with the intern's schedule)
- Assist with the completion of historic cemetery inventory forms with statements of historic significance where needed
- Assist with developing a dataset for transfer to the Maryland Historical Trust for curation of cemetery location data in its statewide repository

Qualifications:

Applicants should have some familiarity with cultural resource management and historic preservation, either through demonstrated work experience or education, and an understanding of local historic significance. Experience with cemetery documentation and GIS systems is preferred. Upper level undergraduate students, graduate students, or recent graduates in Cultural Resource Management, Historic Preservation, Anthropology, Archaeology or a related academic program are eligible to apply.

Basic computer skills, knowledge of ESRI GIS software, and experience with Google shared drives and documents is required; experience with archival research is a plus. Attention to detail and accuracy, with the ability to work independently, is critical. Some public speaking skills are also necessary. Students will need independent transportation and will need to have a personal computer and internet available to work remotely.

Duration:

The intern will be expected to work a total of 150 hours over the summer. The internship will start in late May or early June, 2022, and **all hours must be completed by August 31, 2022**. The intern will primarily work remotely, with the expectation for some fieldwork, and one on-site workshop at the USNA Dairy Farm in Gambrills, MD. A work schedule will be coordinated between the student and internship coordinator/site supervisor.

Compensation:

Interns will receive a stipend of **\$2500** upon completion of the internship.

For More Information or To Apply:

Questions and applications can be sent to Internship Coordinator Andrew Webster at pzwebs00@aacounty.org. To apply, email a cover letter and a resume or CV to pzwebs00@aacounty.org. Please specify which internship position you are applying for in your cover letter. You may apply for more than one position. **Applications are due April 1, 2022**. Candidates will be chosen and notified by April 15.

