INTERNSHIP PROGRAM

The Texas Historical Commission (THC) Internship Program is designed to provide undergraduate and graduate level students unpaid internships within a selected agency division or program; thereby exposing them to the benefits of choosing historic preservation as a career.

This is in compliance with the mission of the THC to protect and preserve the state's historic and prehistoric resources for the use, education, enjoyment, and economic benefit of present and future generations.

Internships can include, but are not limited to, practical experience in archeology, architecture, community development, historic preservation, history, economic development and planning, marketing communications, and administration. By working closely with THC staff, students should gain hands-on knowledge relating to their coursework in a specific field.

The THC works to save the real places that tell the real stories of Texas. THC staff consults with citizens and organizations to preserve Texas' architectural, archeological, and cultural landmarks. The agency is recognized nationally for its preservation programs.

Who We Are

The THC is composed of 17 citizen members appointed by the governor to staggered six-year terms. The agency employs about 200 people who work in various fields, including archeology, architecture, history, economic development, heritage tourism, public administration, and urban planning.

THC Carrington-Covert House, downtown Austin

Goals

The THC Internship Program will:

- Give students an overview of state government by working closely with staff at the THC
- Provide students with experience in a working professional office environment, while still including an educational component to each internship
- Provide students with the experience in the archeology, architecture, community development, historic preservation, history, economic development and planning, marketing communications, and administrative fields
- Provide the students an opportunity to develop an understanding of and appreciation for the field of historic preservation
- Enable students to build a resume
- Enhance appreciation of public service
- Allow students to earn course credit, depending on degree plan and institution

Internships

Internships are available in the following divisions and/or programs:

- **Archeology Division** 106 Review, state archeology programs, curatorial certification, state marine archeology
- **Architecture Division** Texas Historic Courthouse Preservation Program
- **Community Heritage Division** Main Street, Certified Local Government, Visionaries in Preservation, and Heritage Trails programs
- **History Programs Division** Historical Marker, Historic Cemetery Designation, Museum Services, and Military Sites programs
- **Public Information & Education Division** *The Medallion* publication, Web site, Annual Historic Preservation Conference, Public Relations
- **Historic Sites Division** Curatorial services
- **Administration and Staff Services Divisions** Information resources, accounting, purchasing, Human Resources, and executive management

The above divisions and programs can be researched at www.thc.state.tx.us/about/our-divisions

Application Deadlines

- August 1 for the fall Semester
- December 1 for the spring Semester
- May 1 for the summer Semester

How To Apply

Submit a resume, official transcript, and application to:
Texas Historical Commission
Staff Services, Attn: Internship Program
P.O. Box 12276
Austin, TX 78711

Application available at www.thc.state.tx.us/about-us/job-openings/internship-program

Please mail application, resume, and transcript to the above specified address or deliver them in person at 1700 N. Congress Avenue, Suite B-65 Austin, Texas. Cover letters can be attached, but are not required. Resumes cannot be submitted in lieu of applications. Applications will be reviewed, and top applicants will be contacted for interviews. After a qualified person has been chosen for the specified internship, letters will be mailed to all interviewed applicants letting them know that the position has been filled. Disability access for application submission, testing, and interview accommodations can be provided upon reasonable notice.

Folklorico dancers, Corpus Christi festival

How to Reach Us

For more information, please contact Human Resources at the Texas Historical Commission at 512.936.0845 or visit us on the web at www.thc.state.tx.us.

TEXAS HISTORICAL COMMISSION
real places telling real stories

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