



Cemetery Documentation and Preservation Internship

Location : Houston, Texas 77002

Duration : 12 Weeks

Hours : 10 hours per week

About Bayou Preservation Association

The Bayou Preservation Association focuses on four key programs to accomplish its mission: bayou appreciation, bayou citizen science, clean bayous, and stream corridor restoration. Cross-cutting projects and initiatives - those that address the goals of more than one program - also continue, such as the educational symposium series, public resiliency education, policy review and response.

Our Values

Bayou Preservation Association advocates for urban development that weaves nature and nature-based solutions into the built environment to promote regional resilience, report on and monitor water quality in collaboration with local jurisdictions, and develop educational tools for communities and stewards. Through a collaborative approach, we bring together scientists, engineers, educators, advocates, and resident stewards to Celebrate, Protect, and Restore Houston Bayous.

THE OPPORTUNITY

Internship Description

The Cemetery Documentation and Preservation Intern will play a key role in the digitization and preservation of historical documents and site records related to a local historic African American cemetery. The intern will support ongoing efforts to maintain and enhance a digital archive of cemetery records, research additional relevant historical documents, and contribute to understanding the cemetery's significance within its broader social and environmental context.

This internship offers an excellent opportunity for a student interested in archival work, historic preservation, and community engagement, as well as exposure to real-world challenges in the intersection of history, technology, and urban planning.

Responsibilities

1. Digitize Existing Hardcopy Documentation (40%)

2. Research Additional Relevant Documentation (20%)

- Conduct Research : Utilize existing partnerships with local archives, libraries, universities, and historical societies to identify and access additional relevant documentation.

- Evaluate and Organize Findings : Assess the significance of newly discovered records and integrate them into the digital archive. Create where appropriate to enhance understanding of the materials.

3. Hosting Content on Open-Source Database (15%)

- Upload and Manage Data : Assist in uploading scanned and digitized materials to the open-source database. Ensure that documents are correctly tagged, categorized, and accessible to the public and researchers.
- Collaborate with the external partners to test the database for usability and resolve any technical issues related to uploading or presenting content.

4. Document Existing Site Conditions (10%)

- Field Documentation : Conduct site visits to document current conditions of the cemetery grounds

5. Review Neighborhood Development Plans (10%)

- Analyze Development Plans : Review neighborhood development plans, and/or city planning materials that may impact the cemetery's preservation efforts.

Learning Objectives:

By the end of the internship, the intern will:

- Gain hands-on experience in archival digitization and preservation best practices.
- Understand the use of open-source platforms for digital archiving and content hosting.
- Develop research skills in historical documentation and preservation within a community context.
- Learn how to assess the intersection between historic preservation and urban development.
- Build professional experience in preparing recommendations for stakeholders.

Qualifications & Requirements

- Education : Enrollment in History, Archival Science, Public History, Historic Preservation, Urban Planning, or a related field of study.

Skills and Experience

- Familiarity with archival practices, including digitization standards and metadata management.
 - Basic knowledge of digital preservation tools
 - Strong writing skills, with an ability to synthesize information and present it clearly.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
 - Ability to work independently and as part of a team.
 - Attention to detail and strong organizational skills.
 - Preferred : Experience with photography for documentation purposes.
- (Unfortunately, we are unable to support international students at this time.)



Hours, location, and funding

The Internship will run 12 weeks each semester with an average of 10 hours of work per week, with work being conducted during normal business hours Monday – Friday 9:00am – 5:00pm.

Depending on funding, the Internship may be renewed for additional semesters. This work will be in coordination with our President and other staff as needed.

(Unfortunately, we are unable to support international students at this time.)

Application materials

Please submit the following to Brittani BFlowers@bayoupreservation.org:

- A 2-3 paragraph email that identifies the internship you are applying for and explaining why you would like to serve as an intern.
- Up-to-date resume

Thank you for your interest. Applications will be reviewed on a rolling basis. To receive priority consideration, please submit applications by **February 28, 2025**. All interviews will be via Microsoft Teams.

The Bayou Preservation Association is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic.