

Historical Highway Marker Program Research Intern

Preservation Virginia and the Virginia Department of Historic Resources (DHR) are partnering to enrich and update the inventory of the Commonwealth's Historic Highway Marker Program with new and updated markers focused on the contributions of Virginia Indians, African Americans, and other diverse communities to our history.

Over the course of the summer of 2021, the successful applicant will:

- Conduct research on a variety of topics from the 17th through 20th centuries to support new and replacement highway marker texts.
- Seek primary and footnoted secondary sources in online databases and in collections at the Department of Historic Resources, Library of Virginia, Virginia Museum of History and Culture, and/or local university libraries.
- Analyze historical documents to determine the most reliable sources.
- Consult DHR staff and outside historical experts to locate appropriate historical documentation for marker topics.

EDUCATION, EXPERIENCE, LICENSURE, CERTIFICATION REQUIRED FOR POSITION:

- Graduation from an accredited college or university with a Bachelor's degree in history, public history, or related field required.
- Graduate study in history, public history, or related field strongly preferred.
- Emphasis of academic studies or work experience in Virginia, U.S. Southern, and/or African American or Native American history required.
- Demonstrated experience in conducting historical research using primary and footnoted secondary sources.

COMPETENCIES:

- Demonstrated knowledge of United States and Virginia history
- Demonstrated knowledge of the practices and standards of historical scholarship
- Demonstrated research and writing skills
- Ability to communicate effectively both orally and in writing
- Ability to work independently
- Strong organizational skills
- Highly proficient computer skills are preferred.

COMPENSATION:

The position is offered by Preservation Virginia, Inc. and is funded for three months. Employment is Full time (40 hours per week) for a period not to exceed 12 weeks. Schedule is flexible and telework is encouraged (the position can be carried out from location other than Richmond, Virginia). The position is temporary without benefits. The wage is \$15/hour.

TO APPLY (application deadline is 5pm, Monday, May 24, 2021)

Please email a cover letter describing your experience with historical research, a completed application, a current CV, and a writing sample (minimum 1,000 words), along with one letter of recommendation (to be sent directly from your recommender) to:

Jennifer Loux, Ph.D.
Marker Program Manager
The Virginia Department of Historic Resources

[mail to: jennifer.loux@dhr.virginia.gov](mailto:jennifer.loux@dhr.virginia.gov)

**APPLICATION FOR EMPLOYMENT
 PRESERVATION VIRGINIA
 204 WEST FRANKLIN ST.
 RICHMOND VIRGINIA 23220**

Preservation Virginia is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

PERSONAL:

Name _____ Date _____
 Last First Middle

Address _____
 Number & Street City State Zip Code

Position Sought _____ Full Time ___ Part Time

Phone Number _____

Are you legally eligible for employment in the United States? ___ Yes ___ No
 (If offered employment, you will be required to provide documentation to verify eligibility.)

Do you require accommodation to perform any essential functions of this position? ___ Yes ___ No If
 yes, please describe: _____

RECORD OF CONVICTION:

During the last ten years, have you ever been convicted of a crime other than minor traffic offense?
 ___ Yes ___ No

If yes, explain: _____
 (A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as
 age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

EDUCATION TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	CIRCLE LAST YEAR ATTENDED	GRADUATED	DEGREE
HIGH SCHOOL			9 10 11 12	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
GRADUATE SCHOOL			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
BUSINESS. TRADE OTHER			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	

EMPLOYMENT:

List most recent employer first, including U.S. Military Service.

May we contact your present employer? Yes No If any employment was under a different name, indicate name _____

Employer _____ Address _____

Telephone _____ Position _____ Supervisor _____

Dates of Employment: From _____ (Mo/Yr) To _____ (Mo/Yr) Salary _____

Reason for Leaving _____

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Have you ever been discharged or asked to resign from a job? Yes No

If yes, explain: _____

ATTENDANCE AND PUNCTUALITY INFORMATION:

Consistent attendance and punctuality are essential requirements of every job with this company. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with the company? YES NO

If Yes, please explain _____

REFERENCES:

Name _____

Address _____

Phone (____) _____

Name _____

Address _____

Phone (____) _____

Name _____

Address _____

Phone (____) _____