

<b>PRESERVATION INTERN APPLICATION</b>	
<b>PURPOSE</b>	<p>The Preservation Internship Program is a partnership between the Old Towne Preservation Association (OTPA) and the City of Orange Community Development Department. Interns will work in the Historic Preservation Program of the Community Development Department on projects supporting the preservation and recognition of Orange’s unique and valuable historic resources. The intern will receive an honorarium from OTPA for successful completion of the internship.</p> <p style="text-align: center;"><b><u>Applications due no later than January 31, 2020 at 4:30 p.m.</u></b>  <b>To Marissa Moshier, Historic Preservation Planner,</b>  <b>mmoshier@cityoforange.org</b></p>
<b>INTERN PROJECTS AND TASKS</b>	<p>The following are sample projects an intern may work on during the internship. Additional duties and tasks may be assigned.</p> <ul style="list-style-type: none"> <li>• Update Historic Resources Survey data for historic properties in the Old Towne Historic District or throughout the City</li> <li>• Assist with the Mills Act Program, a property tax reduction incentive for owners of historic properties</li> <li>• Research and write narrative histories of historic neighborhoods and properties using the Orange Public Library Local History Collection.</li> <li>• Research and summarize historic preservation ordinances.</li> <li>• Prepare public handouts on common historic preservation topics.</li> </ul> <p>For more information on the City’s Historic Preservation Program, consult the City website: <a href="https://www.cityoforange.org/261/Historic-Preservation">https://www.cityoforange.org/261/Historic-Preservation</a>.</p>
<b>INTERNSHIP REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Internship length will correspond to semester/quarter terms or summer break.</li> <li>• A minimum of 120 hours per semester is required. Schedule can be flexible to accommodate courses.</li> </ul>
<b>OFFICE LOCATION</b>	<p>Selected interns will work in the offices of the Community Development Department Historic Preservation Program:</p> <p style="text-align: center;">Orange Civic Center, 300 E. Chapman Avenue  Orange, CA 92866</p>
<b>HONORARIUM</b>	<p>An honorarium will be paid directly to the selected intern by OTPA, on a schedule determined by OTPA and following successful completion of the required minimum hours and assigned tasks and projects.</p> <ul style="list-style-type: none"> <li>• \$1,000 honorarium awarded per semester internship</li> <li>• \$500 honorarium awarded per summer internship</li> </ul> <p>The intern shall not be an employee of the City of Orange or OTPA.</p>

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<b>SELECTION CRITERIA</b>	<p>Qualified interns will:</p> <ul style="list-style-type: none"> <li>• Have a demonstrated interest in historic preservation, history, or architecture. Preference will be given to students pursuing a relevant degree.</li> <li>• Be enrolled in an accredited college or university with coursework for a Bachelor's or postgraduate degree, or a recent graduate with a Bachelor's or postgraduate degree (no more than one year post-graduation).</li> <li>• Demonstrate strong written and oral communication skills.</li> <li>• Have the ability to organize, maintain, and update database and records systems.</li> <li>• Have the ability to coordinate projects and set priorities.</li> <li>• Be proficient in Microsoft Word and Excel. Familiarity with GIS, Adobe Photoshop and InDesign, or audio/visual production is a plus.</li> </ul> <p>Selection will be made by a joint Committee consisting of representatives from OTPA and the City of Orange Community Development Department. The selection process may include an in-person or telephone interview.</p> <p>If no applications are received meeting the minimum requirements, the Committee may choose not to award the internship.</p>
<b>ATTACHMENTS</b>	<p>The following documents are required to accompany the application form. Applications with missing documents will not be considered.</p> <ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Resume (no more than 2 pages)</li> <li>• Writing Sample (minimum of 10 pages)</li> </ul>

APPLICANT INFORMATION			
Fill out all sections of the application. Incomplete applications will not be considered.			
<b>Name:</b>			
<b>Address</b>			
<b>Phone No.:</b>		<b>Email:</b>	
<b>College/University:</b>		<b>Graduation Year:</b>	
<b>Major/Degree:</b>		<b>GPA:</b>	
<b>Status:</b>	Currently enrolled	Graduated	
<b>Availability (check all that apply):</b>	Spring Term 2020	Summer Term 2020	Winter Term 2020

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**Briefly describe your interest in history, preservation, and/or architecture.**

### REFERENCES

<b>1</b>	<b>Name:</b>		<b>Relationship:</b>	
	<b>Phone No.:</b>		<b>Email:</b>	
<b>2</b>	<b>Name:</b>		<b>Relationship:</b>	
	<b>Phone No.:</b>		<b>Email:</b>	
<b>3</b>	<b>Name:</b>		<b>Relationship:</b>	
	<b>Phone No.:</b>		<b>Email:</b>	

*I acknowledge that I have read and understood the requirements of the Preservation Internship Program. I affirm that all information provided in the application form is accurate and correct.*

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_