



Historic Oakland Foundation (HOF) is a 501(c)3 nonprofit founded in 1976 as the “friends of” group for Oakland Cemetery. Our mission is to partner with the City of Atlanta to preserve, restore, enhance, and share Oakland Cemetery with the public as an important resource and an island of tranquility in the heart of the city. Oakland Cemetery is a garden oasis, historical repository, cultural resource, leader in restoration, and a southern cultural entity. In November 2021, HOF publicly announced the \$12,500,000 *Living History* capital campaign to make the single ever largest investment in historic Oakland Cemetery. Learn more at: www.oaklandcemetery.com

HOF is accepting applications for the role of **Summer Preservation Assistant Intern**. The intern will work 16-24 hours per week and will assist and learn skills in the maintenance, restoration, repair, and preservation of historic masonry, with a particular emphasis on headstone preservation. The intern will also participate in documentation and education activities related to cemetery preservation. The pay is \$14/hour.

HOF personnel will provide day-to-day mentoring to the intern. The individual selected for this position is expected to fully participate as a member of the Preservation, Restoration, and Operations (PRO) Team. The intern will also become familiar with the Secretary of the Interiors Standards for Restoration and Preservation.

The physical effort required for this position is moderate to heavy. Interns may frequently need to stand while working, climb ladders, lift stones, and work with scaffolding and other lift equipment. They are required to bend, kneel, climb, and walk while performing the work in all manners of environmental conditions such as mud, heat, and rain.

Location Atlanta, Ga. Housing will not be provided.

General Qualifications:

- Current undergraduate enrollment in an accredited college or university in Art, Conservation, Architecture, History, Heritage Preservation, or similar program.
- Safety: The intern will be expected to take a serious attitude toward safety all day and every day.

Historic Oakland Foundation
Preservation Intern

- Substance-Free: In accordance with a drug free workplace, alcohol, tobacco and drugs are prohibited while participating in any HOF activities.
- Other: Basic masonry knowledge, skills, and abilities and education related to the field of historic preservation is helpful, but not required.

The summer internship program is 8-10 weeks and has a flexible start and end date. The internship must occur between Monday, May 15 and Friday, August 11, 2023. Pay is \$14 per hour.

Open until February 28, 2023.

How to Apply:

Interested applicants should email a cover letter and resume no later than February 28, 2023, to ashares@oaklandcemetery.com.

Address: 248 Oakland Ave SE, Atlanta, GA 30312

The statements contained in this position description are not necessarily all-inclusive; additional duties and responsibilities may be assigned, and requirements may vary from time to time.

Professional business references and a background check will be required for all final applicants selected for a position. In accepting a position, it is understood that continued employment is contingent upon a satisfactory background check. A satisfactory background check is the absence of a criminal record that bears a demonstrable relationship to the applicant/employee's suitability to perform the required duties and responsibilities of the position.

Historic Oakland Foundation is committed to providing equal employment opportunity to all applicants and employees in full compliance with all state, federal, and local laws prohibiting discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, genetic information, age, disability, or any other status protected by applicable law.

Historic Oakland Foundation is not currently accepting resumes from agencies for this position.