

## Proposed Scope of Work and Qualifications, MHP Graduate Student Intern

Fox Theatre Institute, Historic Preservation Division, Georgia Department of Natural Resources and  
Georgia Department of Community Affairs

June 5, 2017 to August 11, 2017 for 10 weeks with \$2,250 total financial compensation

Further develop the existing Georgia Historic Theatres project created in the summer of 2014 and 2016 through a previously funded internship with UGA CED. Work in cooperation with staff from the Fox Theatre Institute, Historic Preservation Division, Georgia Department of Natural Resources and Georgia Department of Community Affairs to increase awareness of and access to Georgia's historic theatre data by updating an online database, completing project report and developing outreach initiatives.

### Internship Responsibilities

- Conduct a needs assessment for historic theatres via the creation and distribution of a formal survey, analyze all data received, and provide recommendation for future technical assistance
- Expand the existing Access database to include any grants or technical assistance the theatres have received, the utilization of tax credits, and contact information for Main Street managers
- Execute press program developed by previous intern, including but not limited to establishing a project blog, updating project blog weekly, and executing social media campaign
- Maintain a weekly work schedule of two, eight hour days not to exceed a total of 160 hours in 10 weeks at the Georgia Department of Natural Resources Historic Preservation Division in Stockbridge at 2610 GA Highway 155, SW
- Prepare weekly progress reports and send those via email to supervising staff at Georgia Department of Natural Resources Historic Preservation Division. Reports will include completed and upcoming action items, discussion of ongoing tasks with deadlines, needs from supervising staff, potential obstacles, and an assessment of the remaining objectives and ability to complete those within the remaining schedule
- Coordinate with the university faculty supervising the internship to complete any academic reporting requirements

### Intern Strengths and Qualifications

- Highly organized and dependable graduate student with a strong interest or background in working with preservation efforts of historic theatres in Georgia
- Intern needs to be proficient in GNAHRGIS and other GIS platforms and have used it for research
- Professional attention to appearance, communication skills and experience working with local, state and non-profit preservation agencies
- A graduate student beginning their second year, or working on post-graduate work

Please forward a letter of interest and resume by April 15, 2017 to Allison Asbrock, Outreach Program Manager, Georgia Historic Preservation Division, [allison.asbrock@dnr.ga.gov](mailto:allison.asbrock@dnr.ga.gov)

