



Architectural Heritage Center
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William J. Hawkins III FAIA Internship

Historic Preservation/Exhibit Research/Archival Work

Late Spring/Summer 2010

The **Bosco-Milligan Foundation/Architectural Heritage Center** has established a named internship in honor of Portland architect William J. Hawkins III, FAIA and his exemplary contributions to local historic preservation. The internship is funded with contributions from colleagues, clients, family, and friends with the hope of encouraging the next generation of historic preservationists to be inspired by Bill's example to pursue a career in the field.

Internship tasks have been selected to represent aspects of the honoree's vocational accomplishments and avocational interests related to historic preservation and Portland history. The intern will:

- create an on-line exhibit on the history and use of cast iron in local architecture using resources assembled for a previous AHC exhibit on cast iron;
- contribute to research required for an upcoming exhibit being mounted in Fall 2010 on urban renewal in South Portland; and
- other tasks as assigned and as time allows, including but not limited to education program research, reference library assistance, archival collections processing, and assistance with typical non-profit events and office activities.

Compensation: \$1000 stipend. The internship may also apply to academic credit for some candidates. The intern will be expected to devote approximately 100 hours to the identified tasks. No housing is available.

Job Specific Requirements: The successful candidate will have a demonstrated commitment to historic preservation and will most likely be an undergraduate college or graduate student with a degree or intent to pursue a degree in history, historic preservation, architectural history, architecture, or a related discipline. A strong working knowledge of Portland and Pacific Northwest history and excellent research skills are necessary. Skill with DreamWeaver or a similar program is highly valued. Qualified candidates will be organized, attentive to detail, have strong written and verbal communication skills, be creative thinkers, and able to work independently and as a team player. Working knowledge of Microsoft Word is important.

General Requirements: Ability to use Excel and PowerPoint is helpful but not required.

Work Schedule: Hours are flexible and based on the time frame available to the successful applicant but will be primarily carried out during regular AHC weekday hours of operation. Tasks are expected to be completed no later than August 13, 2010 but preferably will be completed prior to that date.

To Apply: Cover letters and resumes (including phone numbers and email addresses for references and specific beginning and ending dates of availability) will be sent to info@VisitAHC.org by May 4. Qualified candidates will be contacted to schedule a telephone or in-person interview. For information about the AHC, please consult our website, www.VisitAHC.org. Telephone inquiries are discouraged.

About the Architectural Heritage Center: Owned and operated by the non-profit Bosco-Milligan Foundation, the AHC hosts dozens of programs, workshops, and exhibits each year, helping people appreciate, restore, and maintain vintage buildings, neighborhoods, and communities. We are also stewards of one of the largest collections of architectural artifacts in the United States.