

Office of Planning  
Historic Preservation Office Archaeology Program  
Internship Work Plan

Work Topic: Public Archaeology

Deliverables: Research memos, presentations, outreach materials, as well as reports or data to be specified in an individual agreement

Number of Internships: Two (2)

Minimum hours/week: 10 to 40 hours/week

Dates of Internship: TBD

Supervisor: Ruth Troccoli, Ph.D., City Archaeologist

The mission of the Washington, D.C. Historic Preservation Office (HPO) is to identify, preserve, and protect the District's significant historic resources, including buildings, structures, landscapes, and archaeological sites. The HPO serves as the State Historic Preservation Office (SHPO) under the National Historic Preservation Act and also administers the District's own Historic Landmark and Historic District Protection Act. Under these laws, the City Archaeologist participates in consultations to determine the need for and level of archaeological investigations for proposed project that may affect archaeological resources, and reviews work plans and survey reports from resulting investigations. The City Archaeologist is the primary information manager of all archaeological data for the District, including maintaining the archaeological resources GIS, the survey report library, state site files, as well as curating the archaeological collections and related records. Finally, the City Archaeologist is also tasked with conducting public outreach and education.

The HPO seeks interns specializing in archaeology, anthropology, historic preservation, and/or collections management to work with the City Archaeologist. The length of the program is flexible depending on student needs. Academic credit must be arranged with your home institution. Interns would participate within the broad range of general archaeology activities including historic map reviews, project reviews, site visits, database management, consultation, collections activities, and possibly limited excavation. A specific research focus would also be selected such as African-American archaeology, GIS mapping or modeling, collections management, public outreach, exhibit design, best practices, cemetery and human burial protection legislation, etc. The intern(s) will have the opportunity to coordinate with other agencies and government officials at the community, local and federal level; present information at public forums and gain hands-on experience with real archaeological projects/ data. An individual work plan and agreement will be established to structure the internship. This opportunity is an excellent way to experience a career in public service archaeology.

Experience requested: Excellent writing, computer skills, and mastery of MS Access, Excel, and Word are a must. Depending on the focus, knowledge of GIS (ArcMap) and/or PastPerfect museum software may be needed.

Interested candidates should complete an Office of Planning Internship application and send it with a PDF of CV and letter specifying interests, qualifications, contact info, and names of two references to: Dr. Ruth Troccoli, [ruth.troccoli@dc.gov](mailto:ruth.troccoli@dc.gov).