



**Historic Resource Survey Fellowship Opportunity  
September 10, 2019**

**Responses due September 23, 2019**

The Pennsylvania State Historic Preservation Office (PA SHPO) is seeking expressions of interests from new and emerging preservation professionals interested in working on a historic resource survey in partnership with PA SHPO staff. The Historic Resource Survey Fellowship Program provides current graduate students and recent graduates with training and mentorship in conducting historic resource survey projects in Pennsylvania. The mentoring offered through the program will help prepare the fellow for future professional opportunities while helping to fill critical knowledge gaps about historic places in the commonwealth.

**Project Description**

The fellow will complete an identification-level survey of historic resources in the Borough of Shoemakersville, Berks County. Working with the PA SHPO, Berks County Planning Commission, municipal leaders, and local organizations, the Fellow will gather, synthesize, and report on information about buildings, structures, sites, and objects constructed before 1970 within the municipal limits of the borough.

The project is expected to be completed on a part-time basis with all work completed by May 1, 2020. While much of this project may be completed independently and remotely, the fellow will be expected to attend weekly project coordination meetings at the PA SHPO Eastern Region office in Fort Washington, Montgomery County with occasional travel to Harrisburg and Shoemakersville.

PA SHPO will provide direct one-on-one training and mentorship to Fellow weekly throughout the duration of the project for all of the specific tasks outlined below. Specifically, the Fellow can expect to learn about:

- Designing and managing a project with multiple clients, deadlines and deliverables
- Methods and best practices for conducting background and historical research to support historic resources survey and an understanding of the built environment
- Various methods for conducting historic resources survey fieldwork, including pros and cons of each depending on types of survey, resources, etc.
- Developing a survey plan and decision-making related to data management, processing, and quality control,
- Best practices for mapping and photographing historic buildings
- Compiling and analyzing disparate sources of information about the built environment as part of community planning.

## **Fellowship Qualifications and Expectations**

The ideal candidate will:

- Be enrolled in a graduate-level degree program in historic preservation, architecture, architectural history, history, planning, or a related field OR have received a degree in one of these fields within the last 2 years;
- Have completed coursework in American architectural history;
- Have experience conducting historical research related to the built environment in libraries, archives, and online sources;
- Be an excellent communicator, both in speech and writing;
- Have excellent interpersonal skills and be comfortable working with professionals in related fields and members of the public;
- Have strong technical skills including proficiency with Microsoft Office programs, internet browsers, online databases and data entry, and GIS;
- Be analytical, detail-oriented, organized, and methodical while being adaptable to changing conditions and project needs;
- Be open to mentorship and guidance and be able to apply guidance and instruction to work completed independently
- Have access to personal transportation and be able to travel regionally, including to PA SHPO Offices in Fort Washington and Harrisburg as well as the community that is the subject of this project;
- Have access to a personal computer.

The Fellow will be an independent contractor in the performance of duties related to this project and will not be a Commonwealth of Pennsylvania employee. Accordingly, the Fellow will be responsible for payment of all taxes, including Federal, State, and local taxes relating to the contracted work and any other taxes or business license fee as may be required. The Fellow will be responsible for all direct expenses incurred during this project such as research fees, photocopies, mileage, tolls, meals, etc.

The fee for this contract will be \$10,000, payable upon completion of project-related tasks and deliverables.

To apply for this opportunity, please send the information below to Cory Kegerise, Eastern Region Community Preservation Coordinator via email to [ckegerise@pa.gov](mailto:ckegerise@pa.gov) by 12:00PM on September 23, 2019.

- Resume
- Personal statement addressing how you meets the Fellowship Qualifications (maximum of 2 typed pages)
- Brief writing sample (maximum of 2 typed pages)

No phone calls please.