



City of Chicago
Lori E. Lightfoot, Mayor

Department of Planning and Development

NOTICE OF JOB OPPORTUNITY

PUBLIC SERVICE INTERN – UNPAID **Historic Preservation Division-** **Planning** **TC 0407**

The Department of Planning and Development is seeking two graduate students who want to acquire knowledge and valuable work experience in public sector operations while assisting with a project to modernize landmark-related data resources utilized by the Historic Preservation Division and the general public. The Historic Preservation Division is responsible for staffing the Commission on Chicago Landmarks, a nine-person commission appointed by the Mayor and City Council to recommend Chicago Landmarks to City Council. The Division also provides general assistance to the larger Department and to other City agencies when city-assisted projects involving historic properties are reviewed. The Landmark Designation and Survey unit identifies, researches, and compiles information, takes photographs, and writes reports concerning historic properties in the City of Chicago for a variety of purposes, including possible Chicago Landmark designation.

As an intern, you will gain a unique insight into the workings of city government. The ideal graduate student is highly motivated and dedicated to improving public service while obtaining “hands-on” work experience in a fast paced environment.

MINIMUM QUALIFICATIONS: Must be a current graduate school student in good academic standing enrolled in an accredited college or university.

PREFERENCE: Students who are studying Historic Preservation, History, Public History, Architectural History, City Planning, Data Management, GIS or related fields.

SUPERVISION: Intern will report primarily to Historic Preservation Division staff, but may also be assigned duties by other staff within the Planning, Design and Historic Preservation divisions.

RESIDENCY REQUIREMENT: Not required.

SALARY: Unpaid – may be used to obtain academic credit.

These are temporary positions.

HOURS: 14 hrs per week minimum. Hours are flexible to meet the needs of the student and the department.

CLOSING DATE FOR APPLICATIONS: Open Until Further Notice

DUTIES:

Responsibilities of this internship may include:

- Digitize and catalog existing Chicago Historic Resource Survey (CHRS) data cards (estimated 10,000 cards)
- Review images in current landmark database and determine which listings would benefit from updated photos
- Visit landmark sites to capture new photos
- Support landmarks content development for DPD website
- Scrub and populate CHRS and Landmark data as needed for database upgrades

Skills Requested

- Experience with database management, archiving, graphic design and/or photography.
- Must know how to use Microsoft Word, Excel and PowerPoint.
- Must have access to transportation (CTA pass, bicycle or car). Parking and transportation fees will not be reimbursed.
- GIS experience not required, but beneficial.
- Knowledge of Chicago architecture and history would be a plus.
- Attention to detail; proactive in issue resolution and seeking solutions.
- Good verbal and written communication is essential as this work can be fast paced.
- Must be reliable, organized and have a positive attitude.

Start and end dates are flexible. Three to six month commitment required.

INSTRUCTIONS: Interested applicants should forward resume, current transcripts and current letter of enrollment verification from the school's registrar confirming current enrollment and grade level to:

Amy Henry
Director of Human Resources
Department of Planning and Development
121 N. LaSalle Street, Room 1000 Chicago, IL 60602
Phone: (312) 744-6330
Fax: (312) 744-0557
E-Mail: amy.henry@cityofchicago.org

NOTE: Only applicants who submit all the required documents will be considered.

If you are a person with disability and require a reasonable accommodation in order to participate in the application process, please contact the City of Chicago, Department of Human Resources at 312 744-4976 (voice) or 312 744-5035 (TTY). You may be required to provide information to support your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT

THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER