



BUCKHEAD HERITAGE Internship Application

Organization Mission: To sustain the quality of life of the community of Buckhead by identifying, preserving, restoring, and promoting its historic resources.

Internship Mission: To provide an opportunity for students and/or individuals interested in historic preservation, land use planning, non-profit organizations, fundraising, marketing, and/or administration to gain knowledge and experience in these areas and to assist Buckhead Heritage in meeting its mission.

Intern Reports to: Christine McCauley, Buckhead Heritage, Executive Director

Internship Intent: The intent of this internship is to allow the student to work in a real-world environment which will provide experience in preservation and/or non-profit management. The student will be immersed in all aspects of operating a preservation organization, which include but are not limited to establishing working relationships with stakeholders, managing and facilitating preservation projects, establishing organizational policies and procedures, and developing a membership and gift management system through which contributions and membership information can be managed.

Intern Responsibilities:

- Manage gift and membership databases
- Contribute to and edit newsletter and other PR materials
- Participate in historic structures survey
- Assist with mailings
- Assist with organizing special events
- Handle some publicity and marketing responsibilities
- Assist in managing preservation projects
- Other

Time Commitment: The Intern will be expected to work between 5-10 hours a week, unless otherwise arranged.

Salary: This is an unpaid position.

Contact Information: If you are interested in this internship or you would like more information, please contact Christine McCauley at cmcauley@buckheadheritage.com or (404) 941-9436.

Timeline: Decisions will be made by December 15th for the Spring internship.
Decisions will be made by March 30th for the Summer internship.

Application Instructions: Please fill out the following application, attach your resume, and submit all information to Christine McCauley at the address below.

**Buckhead Heritage
2868 Habersham Road, N.W.
Atlanta, GA 30305
404-941-9436**



**BUCKHEAD HERITAGE
Internship Application**

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

School Currently Attending: _____

Degree Program: _____

Major Focus of Study: _____

Why are you interested in an internship with Buckhead Heritage? _____

What do you hope to accomplish during this internship? _____

How many hours of internship work are required to satisfy your internship credit hours? _____

How many hours total do you intend to dedicate to this internship? _____

How many hours per week are you available? _____

If you know your weekly schedule, please sketch below the times during the week you will be available:

Monday Tuesday Wednesday Thursday Friday Saturday

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