



BUCKHEAD HERITAGE Internship Application

Summer, 2010

Organization Mission: Buckhead Heritage strives to sustain the quality of life in Buckhead by identifying, preserving, restoring, and promoting its historic resources. We endeavor to foster a conscious respect within the community for its rich and diverse history, ensuring that Buckhead's history is accommodated in future growth and is secured for the benefit of future generations.

Internship Mission: To provide an opportunity for students and/or individuals interested in historic preservation, real estate, 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: Erica Danylchak, Buckhead Heritage, Executive Director

Intern Responsibilities: Depending on the intern's interest, experience, and abilities, he/she could be involved in a number of activities:

- Conduct oral history interviews
- Assist with National Register nominations
- Assist with organizing special events
- Contribute to and edit newsletter and other PR materials
- Assist with mailings
- Manage gift and membership databases

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 Erica Danylchak at edanylchak@buckheadheritage.com or (404) 467-9447.

Timeline: Application Deadline: March 15, 2010.
Notification of Approved Internship by: April 2, 2010.

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

Buckhead Heritage
3180 Mathieson Drive, Suite 200
Atlanta, GA 30305
404-467-9447, www.buckheadheritage.com



**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? _____

On what date are you available to begin 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
