



COMMUNITY DEVELOPMENT DEPARTMENT

100 Parkers Mill • Oswego, IL 60543 • (630) 554-3622 • Fax: (630) 551-3975
Website: <http://www.oswegoil.org>

VILLAGE OF OSWEGO
Historic Preservation Internship Information Sheet – for Fall 2010
For graduate and/or undergraduate students
Open until filled

Possible projects could include

- research and development of walking and/or driving tours
- development of preservation-related educational tools
- research and complete National or State Register evaluation form
- assistance with local landmark nominations and design review

Other projects may be developed based on the needs of Village of Oswego. The intern would be expected to do a small amount of clerical work, including filing and possibly drafting letters to property owners, as requested. The internship could be combined with other areas of the Community Development Department and the Building and Zoning Department. Training will occur at the beginning of the internship and throughout the internship, depending on the project and student needs.

Necessary experience/skills should include: ability to do thorough primary and secondary source research and communicate findings coherently in writing; interact professionally and effectively with staff, public and elected officials; exhibit excellent interpersonal skills; work independently and as a team member on projects; background knowledge of Oswego's history would be useful but not required.

Unpaid. Weekly hours 15-20, depending on intern and Oswego staff schedule and hour requirements. Possible evening hours once a month during Historic Preservation Commission meetings.

Interested applicants should submit a list of professional and/or academic references and a resume to:

Village of Oswego
Community Development Department
100 Parkers Mill
Oswego, IL 60540