



**Interpreter, Historic Site Assistant
2017 SUMMER INTERNSHIP
USDA FOREST SERVICE
Lake Tahoe Basin Management Unit**

Subsistence of \$175/Week & Free Government Housing for applicants that live more than 50 miles from South Lake Tahoe

Openings: Up to 2

Location: Tallac Historic Site, South Lake Tahoe, CA

Hours: 5 Days/Wk, 40 Hours/Wk, 5/7/2018-10/6/2018

Site Description:

The Tallac Historic Site (THS) is a historic site consisting of three estates located in South Lake Tahoe, CA within the Lake Tahoe Basin Management Unit (LTBMU) of the Forest Service (FS). The USDA Forest Service is dedicated to ‘Caring for the land and serving the people.’ THS is managed by the Heritage Resources Division of the LTBMU. LTBMU works closely with our non-profit, Tahoe Heritage Foundation (THF), who pays the subsistence for our THS interns.

The three estates of the THS are dedicated to various purposes; educational, interpretive and a cultural events site for the town. The museum on the Baldwin Estate concentrates its focus on recreation within the Lake Tahoe Basin between 1850-1940, the significance of Elias J. “Lucky” Baldwin to the Tahoe area, and the related period of high class luxury. The second estate, the Pope Estate, provides an interpretive center that focuses on living history for adults and kids and guided historic house tours. The third estate, The Heller ‘Valhalla’ Estate, is not directly run by THS staff, a nonprofit uses the space, but daily interaction is common.

The site is run by one full time FS staff member, one to two seasonal FS staff members, and various volunteer groups. The largest volunteer group is the THF RV volunteer contingent. They volunteer for one to four sessions of five weeks each from May to October and camp close to the site. Other volunteer groups include local volunteers, school groups, and various others throughout the summer. The Tallac Site receives 180,000 visitors annually, 40,000 come into the museum and we provide numerous tours and programs throughout the summer.

Job Description:

General duties will include providing historic house tours, child & adult interpretive programs and staffing the museum. The intern is also responsible for troubleshooting the gift shop point-of-sale computer system, and reconciling the gift shop cash drawer at the end of the day. Other responsibilities include but are not limited to: computer projects, potential film or photography projects, office work, responding to visitors on the phone and in writing, filing, and helping with day to day tasks- including cleaning restrooms and general site maintenance. Individual projects will be assigned based on the needs of the site, and the areas of interest of the intern. The schedule is 5 days a week, 8 hours a day. Tallac staff, interns and volunteers are expected work weekend, holiday and some evening shifts. Interns also work closely with our THF coordinator.

Because of the dynamic nature of the site, job duties are often hard to determine and may change on a weekly basis. Interns are provided as much structure with their task schedule as possible,

but some flexibility must be assumed. Interns are an important part of a small staff of no more than 6 people who help facilitate a 50-60 person volunteer program. Interns occupy the same office as the Site Director, and can look forward to learning about the full breadth of activities/skills needed to run a Historic Site. All staff and volunteers bring a sense of enthusiasm and humor to the Tallac Site; it is a great team to work with and a beautiful place to spend the summer. Please e-mail, to the email address below, any additional questions.

Job Qualifications:

History, Public History, Museology, Recreation/Interpretation, Communication, Anthropology, Historic Preservation majors and related fields are encouraged to apply. Graduate experience preferred, but not necessary. Applicants must have a demonstrated ability to work with minimal supervision, strong customer/public service skills and be flexible with varying assignments and different personalities. An interest in California history is a plus. Applicant must be comfortable with public speaking. Formal interpretive experience and/or education or theatrical experience not required, but a bonus. Importantly, the applicant must be able to walk long distances on somewhat uneven ground and lift up to 30 pounds.

Time Frame

Priority will be given to applicants who can fill the entire operating season, 5/8/2017 to 10/7/2017. If no qualified applicant can fill this entire time, consideration will be given to two candidates who, together, can fill the time. In the application email or on your resume/CV prominently **include what dates you will be available.**

How to Apply: Email extensive resume or CV listing **all** relevant employment, experiences and school projects and prominently include the dates you are available.

Deadline: Open until filled, but applications are due before 2/16/18

E-mail application materials and questions to: TallacIntern@gmail.com

