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## Milwaukee Historic Preservation Commission Internship

**Wage:** \$17/hr      **Average Hours Per Week:** 10-20

**Length:** Up to one academic year, minimum of one semester or one summer

### Schedule and Location:

Zeidler Municipal Building, 841 N. Broadway, Suite B1.  
Office hours are weekdays 8:00am-4:45pm. Shifts must be at least 3 hours long. Days are negotiable. Position is 90% on-site in downtown Milwaukee at the Zeidler Municipal Building. There will be field work and off-site archival research responsibilities at various sites in the city (e.g., Milwaukee Central Library, Milwaukee County Historical Society, and UWM Golda Meir). Driving is not required. A desktop computer, a point & shoot camera, and general office supplies will be provided. Field work and research notes can be completed with provided paper or on your own device.

**Supervisor:** Tim Askin, 414-286-5712, [tim.askin@milwaukee.gov](mailto:tim.askin@milwaukee.gov)

### Essential Duties and Responsibilities:

- Researching buildings to determine eligibility for historic designation, including research of building permit records, tax rolls, deeds, probate records, vital statistics, published histories, and city directories, as well as on-site examination of properties.
- Assisting in producing written findings based on research conducted, and preparing portions of study reports for the historic designation process.
- Assisting in preparing for meetings of the Historic Preservation Commission, including scanning materials and preparing presentation materials, maps and images.
- Assisting in background work for planning reviews, requests for Certificates of Appropriateness for construction work and decision letters, including site evaluations, checking permit records, and researching other sources.

### Required Qualifications:

#### *Knowledge, Skills, and Abilities*

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| <input checked="" type="checkbox"/> Verbal Communication                       | <input checked="" type="checkbox"/> Presentation and Public Speaking Skills |
| <input checked="" type="checkbox"/> Microsoft Office Skills (Word, PowerPoint) | <input checked="" type="checkbox"/> Problem Solving                         |
| <input checked="" type="checkbox"/> Detail Orientation                         | <input checked="" type="checkbox"/> Flexibility/Adaptability/Creativity     |
| <input checked="" type="checkbox"/> Initiative                                 | <input checked="" type="checkbox"/> Organizational Skills                   |
| <input checked="" type="checkbox"/> Written Communication Ability              | <input checked="" type="checkbox"/> Customer Service Skills                 |
| <input checked="" type="checkbox"/> Ability to Work Independently              | <input checked="" type="checkbox"/> Multi-tasking                           |
| <input checked="" type="checkbox"/> Ability to Work in a Team                  | <input type="checkbox"/> Adobe (Photoshop, Illustrator, InDesign)           |



**Recommended Student Background and Other Requirements:**

A background in architectural history, architecture, or 20<sup>th</sup> century U.S. history is typically a key to success in this position; however, no particular major is required.

Undergraduate seniors and graduate students in the following subject areas are encouraged to apply: Architectural Studies/Architecture, Art History, History (public history or 20<sup>th</sup> century U.S. history preferred), Museum Studies, Pre-Law, Urban Planning, or Urban Studies.

MLIS dual-degree students have the option to dedicate some of their work to digital humanities, archival processing, and records management under the supervision of librarians within the same department.

Architecture students will have the opportunity to measure and draw existing buildings and make concept drawings for repair and restoration of historic buildings.

**Skills/Experiences Gained from this Position:**

UWM Shared Learning Goals in which students will gain knowledge, skills, and abilities. Please check all that apply below.

 *Critical and Creative Thinking Skills*

Student employee will be able to adapt and apply skills, abilities, theories, or methodologies gained in one situation to new situations to solve difficult problems or explore complex issues in original ways.

 *Effective Communication Skills*

Student employee will be able to meaningfully articulate how experiences outside of the formal classroom deepens their understanding of fields of study and broadens their points of view.

 *Intercultural Knowledge and Competence*

Student employee will be able to articulate insights into their own cultural rules and biases.

 *Individual, Social, and Environmental Responsibility*

Student employee will be able to provide evidence in civic-engagement activities and describe what they have learned about themselves as it relates to a reinforced and clarified sense of civic identity and continued commitment to public action.

**Other skills/learning outcomes students will develop in this position:**

Basic construction specifications for single-family house repairs. Reading architectural drawings. Understanding the design and proportioning of designed spaces. Complex digital file management and project management. Legal interpretation. Archival research strategy and technique.