

Internship Projects – Summer 2025

Applicants: Please review the projects below carefully before making your selections.

PROJECT 1 – Beyond the Markers Project

THC Division(s): History Programs

Department(s)/Site/Program(s): Historical Markers

Project Description: Our State Historical Markers are tremendous tools, but they merely highlight the deep and engaging stories of Texas. That's where you come in. You will deepen public understanding of extraordinary marker stories through supplemental webpage development, educational material, social media content creation and other outlets of your choosing. You'll also work with other departments to learn how a kaleidoscope of skills come together to tell public history. (And, who knows? One day you might even see your words in aluminum!)

Project Location: THC Headquarters in Austin.

Work From Home (remote) or In-Person:

Fully remote In-Person Partially remote Either

Preferred Academic Level:

Undergraduate Graduate Either

Preferred Major(s):

History Anthropology Archeology Business Communication
 Education English Graphic Design Sociology Architecture
 Any Degree Field Other: _____

Special Skills Desired: Strong writing skills



PROJECT 2 - The EduMarkers Project

THC Division(s): History Programs Division

Department(s)/Site/Program(s): Historical Markers

Project Description: Too often classroom education focuses on what happens in New York, London, Paris, or even Austin, but not in your backyard! This project seeks to provide history teachers with educational material utilizing the hyper-local State Historical Marker stories to illuminate how state, national, and world events unfolded right in your neighborhood.

Scholars will work with existing marker subject codes and tag their TEKS correlation, create lesson plans, and more. Topics will include mostly History of course, but also Science, ELA, Art and Music. Because of this project, students will be able to connect what they're learning in the classroom to real people, places and events they pass every day.

Project Location: THC Headquarters in Austin.

Work From Home (remote) or In-Person:

Fully remote In-Person Partially remote Either

Preferred Academic Level:

Undergraduate Graduate Either

Preferred Major(s):

History Anthropology Archeology Business Communication

Education English Graphic Design Sociology Architecture

Any Degree Field Other: _____

Special Skills Desired: Familiarity with TEKS and lesson planning



PROJECT 3 - Community Heritage Development Mapping Project

THC Division(s): CHD

Department(s)/Site/Program(s): All CHD

Project Description: Help the Texas Historical Commission (THC) showcase the good work the agency has done and the communities that have been helped as a result. In this project, you will create an interactive Google map showcasing the work of the Community Heritage Development (CHD) Division of the THC in specific regions across Texas in the past year. The map will be available on the THC website and at a kiosk at the Real Places conference, the state's premiere historic preservation conference. Conference attendees and website visitors would select their home region to view relevant projects. To populate the map, you will collaborate with project leads to identify suitable points of interest. These may include Main Street and Certified Local Government communities, Museum on Main Street exhibits, historic overnights cities, educational training and design workshop locations, etc. You'll gain valuable exposure to various CHD/THC programs and the opportunity to develop mapping skills. It is particularly well-suited for students who have not settled on a specific career path in preservation or history since the project provides a glimpse into many different types of programs.

Work From Home (remote) or In-Person:

Fully remote In-Person Partially remote Either

Project Location: THC Headquarters in Austin.

Preferred Academic Level:

Undergraduate Graduate Either

Preferred Major(s):

History Anthropology Archeology Business Communication
 Education English Graphic Design Sociology Architecture
 Any Degree Field Other: _____

Special Skills Desired: Microsoft Excel



PROJECT 4 - State Archeology Programs Intern

THC Division(s): Archeology

Department(s)/Site/Program(s): Archeology

Project Description: The State Archeology Program Intern will assist the State Archeologist and staff archeologists with ongoing division projects. These projects include public outreach, archeological site research, GIS mapping, and data review and analysis for programs such as Texas Archeology Month, the Texas Archeological Stewards Network, the Texas Archeological Sites Atlas, State Antiquities Landmarks and various projects being undertaken by staff across the state including field projects in both terrestrial and marine environments. While most projects will be based in Austin, there may be some opportunities for students to participate in fieldwork. Students may work on multiple projects or a single project, depending on staff projects and the student's interests.

Work From Home (remote) or In-Person:

Fully remote In-Person Partially remote Either

Project Location: THC Headquarters in Austin and at a nearby lab. You will need to have your own transportation for this project.

Preferred Academic Level:

Undergraduate Graduate Either

Preferred Major(s):

History Anthropology Archeology Business Communication Education
 Graphic Design Sociology Architecture Any Degree Field Other: Museum Studies/Curation/Collections Management_____

Special Skills Desired: Research skills. GIS helpful but not required.



PROJECT 5 – Budget Intern

THC Division(s): Finance and Accounting

Department(s)/Site/Program(s): Budget

Project Description:

Coordinate Budget Document Collection: Work closely with various divisions to gather budget documents, ensuring timely and accurate submissions for review. Develop and Organize E-File Folders: Assist in creating, organizing, and maintaining electronic file folders for efficient document storage and retrieval. Data Compilation: Support the budget team by compiling relevant financial data from multiple sources, contributing to the preparation of budget reports and analyses.

Data Verification: Conduct checks on financial figures to ensure accuracy and consistency across budget documents, providing an additional layer of quality control.

This role will give the intern valuable exposure to the budget process, improve organizational skills, and develop a keen eye for detail in financial documentation.

Work From Home (remote) or In-Person:

Fully remote In-Person Partially remote Either

Project Location: THC Headquarters in Austin

Preferred Academic Level:

Undergraduate Graduate Either

Preferred Major(s):

History Anthropology Archeology Business Communication
 Education English Graphic Design Sociology Architecture
 Any Degree Field Other: _____

Special Skills Desired: MS Office and proficient with Excel



PROJECT 6 - Educator Resources for State Historic Sites

THC Division(s): Historic Sites

Department(s)/Site/Program(s): Education

Project Description: The THC operates 40 state historic sites, most with direct connections to 4th and 7th grade Texas History curriculum. In this internship, you'll work with the Chief Educator for Historic Sites, as well as site educator/interpreters, to update and reenvision existing educator resources and develop new ones. This work will have a direct impact on how classroom teachers engage with state historic sites, helping students to develop deeper connections to the real places that tell the real stories of Texas.

Work From Home (remote) or In-Person:

Fully remote In-Person Partially remote Either

Project Location: THC Headquarters in Austin

Preferred Academic Level:

Undergraduate Graduate Either

Preferred Major(s):

History Anthropology Archeology Business Communication
 Education English Graphic Design Sociology Architecture
 Any Degree Field Other: Public History, Museum Studies

Special Skills Desired: General knowledge of Texas Essential Knowledge and Skills (TEKS) is desirable, but not required. Strong writing and critical thinking skills are essential.



PROJECT 7 – Historic Preservation Grant Programs Data Analysis and Marketing Project

THC Division(s): Community Heritage Development and Division of Architecture

Department(s)/Site/Program(s): Certified Local Government (CLG) Grant Program and Texas Preservation Trust Fund (TPTF) Grant Program

Please provide a brief paragraph describing the project you would like to offer

students: The THC is proud to provide several distinct grant programs that offer much-needed funding to Texans for a variety of historic preservation projects. The Certified Local Government (CLG) and the Texas Preservation Trust Fund (TPTF) grant programs are eager to work with a Preservation Scholar interested in analyzing program data and project outcomes. This would include investigating the quantity of grants awarded over each program’s lifespan, distribution of grant awards (geographic, grantee types, etc.), other demographic analysis of grant awards, economic impact analysis, and project type. After the data is collected, the Preservation Scholar will analyze the data to define outcomes and impacts, then prepare infographics and other deliverables which graphically communicate the data for internal and external audiences. Staff will use this data for program improvements, education, and marketing. The Preservation Scholar can use the deliverables from this project to bolster future job applications and work sample collections.

Work From Home (remote) or In-Person:

Fully remote In-Person Partially remote Either

Project Location: THC Headquarters in Austin

Preferred Academic Level:

Undergraduate Graduate Either

Preferred Major(s):

History Anthropology Archeology Business Communication

Education English Graphic Design Sociology Architecture

Any Degree Field Other: _Historic Preservation_____

Special Skills Desired: A fundamental knowledge of Excel, Word, PowerPoint, and any other similar software will be essential to getting the most out of this internship.



PROJECT 8 – Nonprofit Fundraising and Communications

THC Division(s): Friends of the Texas Historical Commission

Department(s)/Site/Program(s): NA

Project Description:

Have you ever wondered what it would be like to work at a nonprofit? Here's your chance! Join the Friends of the THC for the summer and learn the basics of fundraising and how to craft compelling communications that help us engage and connect with donors and supporters across the state. You'll have the opportunity to assist with fundraising/development activities, including but not limited to: grant writing, prospect research, writing donor letters, creating fundraising materials for social media and more. Additionally, this internship will introduce you to how nonprofits function, providing you with an opportunity to observe board meetings, conduct research, and be a part of the day-to-day life of working in a nonprofit.

Work From Home (remote) or In-Person:

Fully remote In-Person Partially remote Either

Project Location: THC Headquarters in Austin

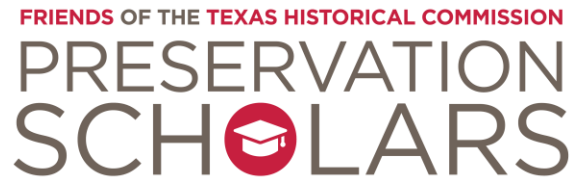
Preferred Academic Level:

Undergraduate Graduate Either

Preferred Major(s):

History Anthropology Archeology Business Communication Education
 Graphic Design Sociology Architecture Any Degree Field Other: _____

Special Skills Desired: Strong writing and critical thinking skills.



PROJECT 9 - African American Travel Guide Survey Project

THC Division(s): History Programs

Department(s)/Site/Program(s): Historic Resources Survey Program

Project Description: Student would do in-depth research on African American businesses and people that were listed in various travel guides dating to the early 1930s to late 1960s, looking for any articles, city directories, postcards, photographs, advertisements, etc., and then write historical narratives in order to create backgrounds for each site. Two options for end products would be researching and creating a poster for a community with a map and 7-10 sites (poster done in PhotoShop or InDesign) OR researching and writing a thematic topic with accompanying webpage(s) (thematic topics could be medicine, music, insurance, Civil Rights, YMCA/YWCA, etc.).

Work From Home (remote) or In-Person:

Fully remote In-Person Partially remote Either

Project Location: THC Headquarters in Austin

Preferred Academic Level:

Undergraduate Graduate Either

Preferred Major(s):

History Anthropology Archeology Business Communication

Education English Graphic Design Sociology Architecture

Any Degree Field Other: _____

Special Skills Desired: Excel, Word, graphic design (PhotoShop, InDesign), GIS mapping, online historical research, writing skills



PROJECT 10 - Oral History Archives at Varner-Hogg Plantation

THC Division(s): Historic Sites

Department(s)/Site/Program(s): Varner-Hogg Plantation SHS & Levi Jordan Plantation SHS

Project Description: This internship involves transcribing, editing, indexing, and organizing newly digitized oral history recordings archived at the Varner-Hogg Plantation State Historic Site. Collected since the 1970s, interviews have resulted in a large body of audio and videotapes that require preservation. Since oral histories have been collected from individuals who have connections to the property and the large community of Brazoria County, this project will allow us to preserve the voices, memories, and recollections contained within these recordings. Overall, this internship will aid us in making these materials more accessible to the public, for research and interpretive/programming needs, and will also help us identify avenues for future oral history collection projects. The intern will also be involved in collecting new oral histories for both the Varner-Hogg Plantation and the Levi Jordan Plantation.

Work From Home (remote) or In-Person:

Fully remote In-Person Partially remote Either

Project Location: This internship is at the Varner-Hogg Plantation State Historic Site, located at 1702 N. 13th St., West Columbia, TX. Having your own transportation is required.

Preferred Academic Level:

Undergraduate Graduate Either

Preferred Major(s):

History Anthropology Archeology Business Communication
 Education English Graphic Design Sociology Architecture
 Any Degree Field Other: _____

Special Skills Desired: Knowledge of Microsoft Office, detail-oriented, high level of organization. Previous experience with digital curation, oral history transcription, and/or oral history projects a plus but not required.



PROJECT 11 - Document Interpretive Furniture in Hotel

THC Division(s): Historic Sites

Department(s)/Site/Program(s): Landmark Inn State Historic Site

Project Description: We would like to have an intern document the furniture in all eight hotel rooms by creating general condition reports, and compiling Excel logs of the reports, and taking photos of the furniture. The hotel rooms have air conditioning. We also need to have our interpretive objects documented, logged, and photographed. Some of these objects are housed in outbuildings that do not have climate control.

Work From Home (remote) or In-Person:

Fully remote In-Person Partially remote Either

Project Location: This internship is at the Landmark Inn State Historic Site, located at 402 Florence St., Castroville, TX 78009. Having your own transportation is required.

Preferred Academic Level:

Undergraduate Graduate Either

Preferred Major(s):

History Anthropology Archeology Business Communication
 Education English Graphic Design Sociology Architecture
 Any Degree Field Other: _____

Special Skills Desired: Must possess a cell phone that can take clear and high-resolution images. Must be familiar with Excel. Must possess skill in writing clear and concise descriptions of objects. Must be ok with working outdoors for brief periods of time.



PROJECT 12 – County Historical Commission Online Exhibit

THC Division(s): History Programs Division

Department(s)/Site/Program(s): CHC Outreach Program

Project Description: County Historical Commission Online Exhibit: Develop an online exhibit documenting the role of County Historical Commissions, and County Historic Resources Survey Committees, and their contributions to historic preservation in Texas. Online exhibit would include origins of historical commissions in Texas, early contributions (RAMPS), and significant leadership. Source materials can be found in the Texas State Library and Archives Commission’s County historical committee program files, 1965-1974, County historic photographic projects, about 1880-1989, County historical files, 1953-1979, and Texas State Historical Survey Committee records.

Work From Home (remote) or In-Person:

Fully remote In-Person Partially remote Either

Project Location: THC Headquarters in Austin. However, a personal vehicle is needed for travel to archives and other locations.

Preferred Academic Level:

Undergraduate Graduate Either

Preferred Major(s):

History Anthropology Archeology Business Communication
 Education English Graphic Design Sociology Architecture
 Any Degree Field Other: _Museum Studies_____

Special Skills Desired: Skill in archival research and exhibit writing/development is preferable.



PROJECT 13 - Digital Photo Researcher – Historic Sites

THC Division(s): Historic Sites

Department(s)/Site/Program(s): ATX Headquarters/Eisenhower Birthplace SHS

Project Description: Conduct research, source, and seek permissions for images that will be included in the Eisenhower Birthplace State Historic Site Guidebook. This guidebook will be published and sold at the site’s museum store next year. With the guidance of the Exhibit & Interpretive Design Specialist at HSD headquarters and the Eisenhower Birthplace SHS Site Manager, this individual will conduct image research using a variety of sources from online research to visiting institutions with collections or archives. By the end of this project, we hope to obtain a catalogue of approved digital images that are ready to be inserted into the final layout and design of the guidebook. Duties include: • Research for applicable images and determine their copyright status for the Eisenhower Birthplace SHS guidebook. • Contact institutions, archives, libraries, etc. via phone or email and seek permissions for all images. • May require some travel to local institutions or the Eisenhower Birthplace State Historic Site. • Create a catalogue of approved images at the required resolution with captions and permissions.

Work From Home (remote) or In-Person:

Fully remote In-Person Partially remote Either

Project Location: THC Headquarters in Austin. However, a personal vehicle is required for travel to other locations in Texas (historic sites and other institutions).

Preferred Academic Level:

Undergraduate Graduate Either

Preferred Major(s):

History Anthropology Archeology Business Communication
 Education English Graphic Design Sociology Architecture
 Any Degree Field Other: _____

Special Skills Desired: Some experience with research, knowledge of digital imaging and resolutions, comfortable to email or call institutions, catalogue high res files and associated metadata, able to work independently at times.



PROJECT 14 - Digital Storytelling: Undertold History for Travelers

THC Division(s): Community Heritage Development

Department(s)/Site/Program(s): Heritage Tourism

Project Description: As part of our strategic effort to add more original content and hard-to-find destinations to Texas Time Travel, the Heritage Tourism Program has partnered with the History Programs Division to promote experiences related to the stories behind Undertold Markers. The aim of this project is to survey over 230 THC Undertold Markers and add extant sites to our heritage tourism website as potential heritage travel destinations. In addition, scholars will have the opportunity to integrate these sites into fuller travel experiences by creating online itineraries that combine digital mapping, suggested side-trips, and long-form narratives that expand on the history of a location. These editorial features will be published on the Texas Time Travel blog under the scholar's name as part of their publication portfolio. Completing this project will involve surveying digital Undertold Marker files; conducting additional research as needed; time spent with the CMS platform to build webpages on TexasTimeTravel.com; close collaboration with both heritage tourism and communications staff; and of course, lots of writing and storytelling.

Work From Home (remote) or In-Person:

Fully remote In-Person Partially remote Either

Project Location: THC Headquarters in Austin

Preferred Academic Level:

Undergraduate Graduate Either

Preferred Major(s):

History Anthropology Archeology Business Communication
 Education English Graphic Design Sociology Architecture
 Any Degree Field Other: _Hospitality, Journalism_____

Special Skills Desired: Strong writing skills, ideally with some creative writing and/or journalism experience; comfort navigating new or unfamiliar digital platforms; and the ability to synthesize historical information into compelling stories.



PROJECT 15 - Postcard Perspectives: Documenting the Sam Bell Maxey House Collection

THC Division(s): Historic Sites

Department(s)/Site/Program(s): Sam Bell Maxey House State Historic Site

Project Description: Document the postcard collection at the Sam Bell Maxey House by creating a reference document detailing the correspondence contained therein, as well as postcard locations, trends in postcard culture, holiday themes, and dates of each postcard. Draft a blog post to share the research. Create high resolution scans of the front and back of each postcard within the collection and update the site's catalog records and curatorial files.

Preferred Academic Level:

Undergraduate Graduate Either

Preferred Major(s):

History Anthropology Archeology Business Communication
 Education English Graphic Design Sociology Architecture
 Any Degree Field Other: Public History, Archival Studies, Museum Studies, Library Science

Work From Home (remote) or In-Person:

Fully remote In-Person Partially remote Either

Project Location: This internship is at the Sam Bell Maxey House State Historic Site, located at 812 South Church St. Paris, TX 75460. Having your own transportation is required.

Special Skills Desired: Basic computer and database skills and ability to use a scanner. Strong organizational skills and attention to detail. Ability to work independently and as part of a team.



PROJECT 16 - Sounds of an Era: Researching the 78 RPM Records of the Maxey and Long Families

THC Division(s): Historic Sites

Department(s)/Site/Program(s): Sam Bell Maxey House State Historic Site

Project Description: Explore the Maxey and Long families' musical interests through the site's collection of 78 RPM shellac records. Create a spreadsheet documenting each record, including date, performer(s), title(s), and record label. Write a blog post detailing the overall themes of the records, including dates of records, themes of music, performers, and trends in popular music during the Maxey and Long time periods. Photograph each record and update the site's catalog records and curatorial files. Time permitting, digitize the Maxey House record collection or, alternately, locate online versions of each recording..

Preferred Academic Level:

Undergraduate Graduate Either

Preferred Major(s):

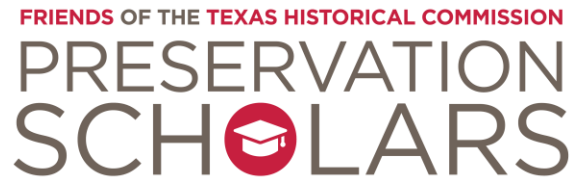
History Anthropology Archeology Business Communication
 Education English Graphic Design Sociology Architecture
 Any Degree Field Other: Public History, Archival Studies, Museum Studies, Library Science

Work From Home (remote) or In-Person:

Fully remote In-Person Partially remote Either

Project Location: This internship is at the Sam Bell Maxey House State Historic Site, located at 812 South Church St. Paris, TX 75460. Having your own transportation is required.

Special Skills Desired: Basic computer and database skills and ability to use a scanner. Strong organizational skills and attention to detail. Ability to work independently and as part of a team.



PROJECT 17 - Scanning History: Digitally Archiving the Business Ventures of James Shelby ‘Sheb’ Williams

THC Division(s): Historic Sites

Department(s)/Site/Program(s): Sam Bell Maxey House State Historic Site

Project Description: Lala Williams Long’s father, James Shelby ‘Sheb’ Williams, was a lawman turned entrepreneur. Using his papers found in the archival records of the Sam Bell Maxey House, research Sheb Williams and create a reference document and blog post detailing his business ventures and investments. Create high resolution scans of each document within the collection and update the site’s catalog records and curatorial files.

Preferred Academic Level:

Undergraduate Graduate Either

Preferred Major(s):

History Anthropology Archeology Business Communication
 Education English Graphic Design Sociology Architecture
 Any Degree Field Other: Public History, Archival Studies, Museum Studies, Library Science

Work From Home (remote) or In-Person:

Fully remote In-Person Partially remote Either

Project Location: This internship is at the Sam Bell Maxey House State Historic Site, located at 812 South Church St. Paris, TX 75460. Having your own transportation is required.

Special Skills Desired: Basic computer and database skills and ability to use a scanner. Strong organizational skills and attention to detail. Ability to work independently and as part of a team.



PROJECT 18 - Archeological Field and Laboratory Methodology

THC Division(s): Archeology

Department(s)/Site/Program(s): Archeology

Project Description: This internship will prepare a student to conduct archeological surveys, test pit excavation, surveying, and laboratory analysis. The field work will involve day trips to THC easements in central Texas for survey, one week at TAS field school, (where there are opportunities for surveying, excavating, and processing artifacts), and working with historic ceramics and faunal bone from the Mission Socorro collection.

Preferred Academic Level:

Undergraduate Graduate Either

Preferred Major(s):

History Anthropology Archeology Business Communication
 Education English Graphic Design Sociology Architecture
 Any Degree Field Other: _____

Work From Home (remote) or In-Person:

Fully remote In-Person Partially remote Either

Project Location:

This internship will require travel around central Texas. Having your own transportation is required.

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Special Skills Desired:

Ability to work outside in summer heat.