



HISTORIC CHARLESTON FOUNDATION

Fall 2026 Preservation Intern

Reports to: Manager of Easements and Revolving Fund Programs

Historic Charleston Foundation (HCF) is seeking 1-2 interns to work within its Preservation Department for Fall 2026. Interns will work on a variety of tasks and projects; projects tend to vary from year to year but usually include assisting with the Foundation's Covenant and Easement Program, conducting archival research on historic properties and topics, and working on survey and documentation of historic properties. Interns may have the opportunity to work with other departments or projects as needed.

Job Description:

- Assist with the Foundation's Covenant and Easement Program.
- Conduct archival research on historic properties and topics.
- Support survey and documentation of historic properties.
- Opportunity to work with other departments or projects as needed.
- Other duties as assigned.

Position Requirements:

- Desire to learn, be challenged, and work both with a team and independently.
- Strong written and verbal communication skills.
- Organized, detail-oriented, and able to work independently with minimal supervision.
- Exceptional interpersonal skills, solid organizational and time management skills.
- Undergraduate or graduate student studying Historic Preservation, History, Public History, or a related field.
- Experience with archival research and property record searches is a plus.

Benefits:

- Office parking on E. Bay Street; reciprocity pass to area attractions; retail discount.

Apply: Submit your resume with cover letter via email to Joyce Pope, Manager of Easements and Revolving Fund Programs, at jpope@historiccharleston.org. Applications are reviewed on a rolling basis.