

## Who we are:

The Department of Environment and Conservation exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment.

We foster a work environment that's inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued so that our culture reflects the people we serve.

Our Department is committed to providing a cleaner, safer environment that goes hand-in-hand with economic prosperity and increased quality of life in Tennessee. We deliver on our mission through managing regulatory programs that maintain standards for air, water and soil quality while providing assistance to businesses and communities in areas ranging from recreation to waste management. We manage the state park system and programs to inventory, interpret and protect Tennessee's rich natural, historical, and archaeological heritage.

## About the Tennessee State Parks

From its beginning in 1937, Tennessee State Parks were established to protect and preserve the unique natural, cultural, and historic resources of Tennessee. The public interest has also been served by a variety of benefits for citizens and communities produced by our state park system, promoting stronger communities and healthier citizens across the state through diverse resource-based recreation while conserving the natural environment for today and tomorrow – preserving authentic Tennessee places and spaces for future generations to enjoy. As stewards of the resources in our parks, we seek to manage Tennessee's state parks in order to preserve and protect valued resources and to provide a balance of services and benefits for the enjoyment of the people.



## Archivist Internship Cordell Hull Birthplace State Historic Park

### Overview

Are you a college student focusing on a degree in history, archival management, or a related field? This internship provides students the unique opportunity to work with the staff at Cordell Hull Birthplace State Historic Park to assist with their archives and museum. The archivist intern will gain experience in collection management, research, and cataloging. It is required that the candidates receive college credit for this internship experience.

### General Responsibilities

- Organize and catalog paper documents.
- Organize, catalog, and properly store new material.
- Responding to off-site researcher inquiries by doing a cursory search within our records.
- Research for interpretative programs and interpretative panels.
- Creating finding aids for a series of records.
- Creating Interpretative panels for the museum.

### Intern Qualifications and Skills:

- Excellent oral and written communication skills.
- Strong organizational skills.
- Outstanding customer service skills.
- Ability to work independently and with a team.
- Organized and detail oriented.
- Basic computer skills.
- Interest in U.S. history and government.

Scheduling is somewhat flexible, but a minimum availability of two days per week from May through mid-August is ideal. Preferred days are Monday through Friday.

To be considered for this unpaid internship, students must submit their resume, cover letter, and information outlining college credit requirements to [Deanna.Jones@tn.gov](mailto:Deanna.Jones@tn.gov). Additional information regarding TDEC's internship requirements are highlighted on TDEC's website:

[tn.gov/environment/about-tdec/employment-and-internships](http://tn.gov/environment/about-tdec/employment-and-internships)

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, or any other category protected by state and/or federal civil rights laws.*