PAID INTERNSHIP
MONUMENTAL TASK COMMITTEE, INC.

The Monumental Task Committee, Inc. (MTC) is a non-profit organization founded in 1989 which is dedicated to historic preservation - cleaning, restoring, and maintaining all monuments in the Greater New Orleans Area. The approximately 250 monuments are visible icons of our culture and they commemorate important people and moments in our history. These works of art and history include public sculptures, plaques, and markers covering a wide variety of construction techniques and materials.

As a mostly volunteer organization, the MTC has a successful 30 year track record of monument restoration and maintenance. Smaller projects involve cleaning a monument, while larger ones may involve construction to address foundation erosion, stabilization, and repair/replacement of broken components.

More information may be found on our website - http://www.monumentaltask.org

Potential projects for an intern, assisting as needed with:
- Cleaning of a monument(s) using approved conservation techniques.
- Organization and coordination of volunteers for Meet Me at the Monument days in which volunteers clean and refurbish monuments which are in good condition.
- Coordination of an educational program including the use of the internet and social media.
- Coordination of a Lecture Series.
- Coordination of Monument Tours.
- The Holiday Wreath Project in which the MTC places garlands and bows on selected monuments at holiday time, to celebrate and call attention to them.
- Developing a searchable database of all monuments in the Greater New Orleans Area.
- Fundraising - an annual membership drive and the annual fundraising event.
- Maintenance of monument records.

A successful candidate will have:
- A strong commitment to community service.
- Excellent communication skills.
- Excellent organizational skills and strong documentation, record-keeping, and reporting abilities.
- Strong internet and computing skills including database management, Word, Powerpoint, and Excel.
- Familiarity with social media platforms including Facebook, Instagram, and Twitter.

Compensation:
- Interns will report to the Executive Director.
- Work locations may be in the field, at home, and/or in our office in the Lower Garden District.
- Work around 10 hours a week with flexibility in the work schedule and potential for more hours.
- $10 per hour.

How to apply:
- Openings are available for Summer, Fall Semester, and Spring Semester.
- Please email a cover letter and resume to - Executive Director, Monumental Task Committee, Inc. info@monumentaltask.org