



736 F Street
Arcata, California 95521

HISTORIC PRESERVATION EDUCATION & PUBLIC AWARENESS

General Work Objectives: Volunteers will participate in a survey of historical resources in the City of Arcata. The goal of this project is to provide accurate and complete data in support of local planning efforts; to aid in the documentation, preservation and interpretation of local historical resources; to raise public awareness of the diversity of historical resources and of their importance in presenting a more accurate and inclusive history of the community. Volunteers may provide support through preservation education and public awareness activities, and in the research and documentation of individual properties or neighborhoods, cultural landscapes, structures and sites.

Specific Duties & Tasks: Assist in a survey of historical resources in the City of Arcata by providing support for preservation education and public awareness programs. This may include:

- Assist in the development of online exhibits, web based photo sharing and documentation, including Flickr, and Project website;
- Production of short PowerPoint slide shows, public service announcements, profiles or features on historic neighborhoods, local architects and historic architecture, cultural landscapes;
- Assist with event planning, promotion and coordination, as required;
- Video and audio documentation of oral history interviews, or to document the survey process, as required.

Work Schedule: Work schedule to be arranged depending upon assignment.

Qualifications:

Good oral and written communication skills, basic research skills, close attention to detail, and the ability to follow detailed instructions are required.

Experience with computers, social networking and digital media software is desirable.

Interest in media communications, history or art history, land use planning, geography or anthropology would be useful.

Volunteers shall provide their own photographic equipment.

Volunteers must complete City of Arcata Volunteer Application forms before starting assignment.

Work Location: Historic Resources Survey Project Office is located at the Community Development Department, Annex