



The Williams Lake Project
PO Box 385
Rosendale, NY 12472

**JOB DESCRIPTION – INTERPRETIVE CENTER INTERN
THE WILLIAMS LAKE PROJECT**

(2.15.14)

The Williams Lake Project is a green real-estate development company working to redevelop the former Williams lake Hotel site in Rosendale, NY as a modern, sustainable, destination resort and residential community. We are committed to an innovative vision of responsible development that creates a sense of place, fosters wellness, celebrates local history, regenerates the environment and connects to the community.

We are seeking a student intern to help with many aspects of preparation for our future interpretive center, which will be located in an historic building adjacent to the public section of the Wallkill Valley Rail Trail that runs for 1.5 miles through the property. The goal for the center is to educate visitors about the site's history in Rosendale as one of the nation's largest cement manufacturing operations during the 19th century, and as a family resort in the 20th century, as well as provide information about the site's unique geology and ecology.

Responsibilities Include:

- Assist Project Manager and staff with preparation of successful grant application to the NYS Office of Parks, Recreation & Historic Preservation.
- Create inventory of current physical and digital historical assets (photos, archival documents, etc.).
- Help to develop business plan for launching the interpretive center, including: building renovation, preservation & display of historic information, educational programming, marketing and operating plans.

Requirements Include:

- Strong computer and research skills
- Excellent communication skills
- Demonstrated comfort with taking the lead on a project and working independently
- Interest in non-profit management, historic preservation, museum management and/or curatorial studies
- Strong writing skills: grant-writing experience a plus

Hours will be flexible based on your schedule.

This is a paid internship position to begin summer or fall of 2014. Pay based on qualifications and experience. Potential to grow into ongoing position.

For more information, visit www.williamslakeproject.com.

To apply, please submit a resume and cover letter describing relevant experience to Alanna Medlock, Communications Coordinator, at alanna@williamslakeproject.com.