The City of Oklahoma City is accepting applications for a part-time temporary internship position in the Oklahoma City Planning Department’s Current Planning and Urban Design Division, Historic Preservation Program.

**Pay Range**

Undergraduate: $11.00/hour  
Graduate: $13.00/hour

**Job Summary**

This will be a rewarding and valuable experience for those interested in the planning field, research, and particularly Historic Preservation. This position primarily will be focused on research and analysis for the creation of a City-Wide Historic Preservation Plan, including review and update of survey information, analysis of previous and existing plans, and development of concepts, priorities, and recommendations for the Plan.

Work will be in an office setting but will involve significant field work.

**Hours**

Limited to no more than 29 hours per week. Schedule in flexible during normal business hours.

**Prerequisites**

Applicants should have basic knowledge of planning principles, experience with standard office software programs, and a work ethic/conduct befitting a professional work environment.

The candidate must be working toward a degree at a college or university, with a specialty or discipline consistent with City Planning, Architecture, Landscape Architecture, Urban Design, Geography, Historic Preservation, or a related field. The student must maintain an overall cumulative grade point average of 3.0 or higher on a scale of 4.0.

Knowledge in the following areas will receive preferential consideration:
- Principles of Urban Planning and Historic Preservation
- Microsoft Office applications
- Familiarity with methods of surveying historic properties and districts
- ArcGIS 10, including ArcMap and Model Builder

**Applications**

Interested applicants should email résumé and brief writing sample to:  
Oklahoma City Planning Department, Attn: Katie Friddle  
Kathryn.Friddle@okc.gov.

Applications will be taken until the position is filled.