

The Montana Historical Society is looking for an intern to work on the State Historic Preservation Office's (SHPO) historic and archaeological site records project.

The selected candidate will update SHPO's Cultural Records Database by identifying incomplete or low-quality site forms and replacing them with high-resolution OCR PDF documents to improve data quality and digital access.

The successful candidate retrieves site forms, scans them with OCR, renames files per SHPO standards, and uploads them to the IBM Content Navigator repository. Incomplete or poor-quality scans are deleted, and physical forms are refiled as needed.

In addition to the project, there will be time dedicated to learning what the State Historic Preservation Office does. Including how SHPO maintains the statewide survey for historic and archaeological sites and evaluate these sites for eligibility to the National Register of Historic Places. There will also be time spent learning how SHPO assists federal and state agencies in their responsibilities to identify and protect cultural resources under State Antiquities and Federal Preservation Law

The project is expected to last around 15 weeks, with a maximum of 480 hours. Each week will involve roughly 40 hours dedicated to scanning and processing about 6,300 site forms throughout the duration of the project.

The intern will be paid \$17.00 per hour.

Interested students must submit a:

- Cover Letter
- Resume
- Letter of Recommendation

Please email required documents to:

Beth Strandberg

Beth.Strandberg2@mt.gov

Required documents must be submitted no later than **5:00 p.m., Friday, May 22, 2026.**