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## National Heritage Council (NHC): Internships 2024 / 2025 Latest Job Opening

### Description

The NHC is offering exciting internship opportunities for passionate individuals who are eager to contribute to the preservation and promotion of our national heritage. As an intern at the NHC, you will have the unique opportunity to immerse yourself in various aspects of heritage conservation, research, education, and advocacy. Under the guidance of seasoned professionals, you will gain valuable hands-on experience while making a meaningful impact on the preservation of our cultural legacy.

### Responsibilities

- Assist in research projects related to heritage preservation, including archival research, documentation, and analysis of historical artifacts.
- Support the development and implementation of educational programs and initiatives aimed at raising awareness about our nation's cultural heritage.
- Contribute to the planning and execution of heritage conservation projects, including site visits, data collection, and report writing.
- Collaborate with team members to organize events, exhibitions, and workshops that showcase our cultural heritage and engage the public.
- Assist in the management of digital resources and databases related to heritage preservation, ensuring accurate and accessible information for stakeholders.
- Provide administrative support as needed, including drafting correspondence, scheduling meetings, and maintaining records.

### Qualifications

- Currently enrolled in a relevant undergraduate or graduate program (e.g., History, Anthropology, Cultural Studies, Museum Studies, etc.).
- Passion for heritage preservation and a keen interest in learning about diverse cultural traditions.
- Strong research skills with the ability to gather, analyze, and synthesize information from various sources.
- Excellent communication skills, both written and verbal, with the ability to engage with diverse stakeholders.
- Detail-oriented with strong organizational skills and the ability to manage multiple tasks effectively.
- Proficiency in MS Office Suite and familiarity with digital research tools and databases is preferred.
- Ability to work independently as well as collaboratively in a dynamic team environment.
- Commitment to the mission and values of the National Heritage Council.

### Job Benefits

- **Professional Development:** Gain valuable hands-on experience and develop practical skills in heritage conservation, research, education, and

### Hiring organization

National Heritage Council

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Public Policy Offices

### Job Location

Pretoria, Gauteng, South Africa, 0002, Pretoria, Gauteng, South Africa

### Working Hours

09

### Date posted

April 10, 2024

### Valid through

05.03.2028

advocacy under the mentorship of seasoned professionals.

- **Networking Opportunities:** Connect with experts and professionals in the field of heritage preservation, expanding your professional network and gaining insights into potential career paths.
- **Meaningful Impact:** Contribute to the preservation and promotion of our nation's cultural heritage, making a tangible difference in safeguarding our shared history for future generations.
- **Paid Internship:** Receive financial compensation for your work as an intern at the National Heritage Council, allowing you to support yourself while gaining valuable experience.
- **Flexible Schedule:** Enjoy flexibility in your work schedule, with the option to work part-time or full-time based on your availability and the needs of the organization.
- **Learning Opportunities:** Access to training sessions, workshops, and educational resources to enhance your knowledge and skills in heritage preservation and related fields.
- **Recognition:** Acknowledgment of your contributions through recognition events, publications, and opportunities to showcase your work to stakeholders and the public.

## Contacts

- **Prepare Your Application Materials:** Gather the required documents, including your resume/CV, cover letter, and contact information for two professional or academic references.
- **Review the Job Description:** Familiarize yourself with the responsibilities and qualifications outlined in the job description to ensure alignment with your skills and interests.
- **Customize Your Cover Letter:** Craft a compelling cover letter that highlights your passion for heritage preservation, relevant experience, and why you are interested in interning with the National Heritage Council.
- **Update Your Resume/CV:** Tailor your resume/CV to showcase your academic achievements, professional experience, relevant skills, and any volunteer work or extracurricular activities related to heritage preservation or cultural studies.
- **Submit Your Application:** Send your application via email with the subject line "NHC Internship Application – [Your Name]". Attach your resume/CV, cover letter, and any other requested documents to your email.
- **Application Deadline:** Ensure that your application is submitted before the specified deadline. Late submissions may not be considered.
- **Follow-Up:** After submitting your application, consider following up with the National Heritage Council to confirm receipt and express your continued interest in the internship opportunity.
- **Interview Process:** If selected for further consideration, you may be contacted for an interview. Prepare for the interview by researching the National Heritage Council, reviewing common interview questions, and reflecting on your motivations for pursuing the internship.
- **Selection Notification:** Candidates who are selected for the internship will be notified of their acceptance and provided with additional details regarding the internship start date, duration, and any necessary onboarding procedures.
- **Join Our Team:** Once selected, accept the internship offer and prepare to embark on an enriching journey with the National Heritage Council. Welcome aboard!