



Landmarks Illinois Internship

Landmarks Illinois Richard H. Driehaus Foundation Preservation Awards Program

Since 1994, the [Landmarks Illinois Richard H. Driehaus Foundation Preservation Awards](#) has honored individuals, organizations, projects and programs whose work demonstrates a commitment to excellence in preservation and protects the historic places that matter to people and their communities. A generous grant from the Richard H. Driehaus Foundation enables Landmarks Illinois to present awards annually in categories that include advocacy, leadership, adaptive reuse, restoration, cultural heritage preservation, environmental sustainability and preservation technologies that help mitigate climate change. The awards ceremony is held each fall, and it is an event that has become known as Landmarks Illinois' "feel good event of the year."

Internship responsibilities include:

Work with Contract Programs Manager to manage the annual awards program.

- Organize and research potential nominations, making contact via phone or email communication.
- Work with Landmarks Illinois staff to determine if past nominations are eligible for resubmission. Contact applicants if additional materials are required.
- Coordinate nominations as they are submitted via Submittable platform. Perform research on nominations and due diligence to confirm eligibility.
- Review submitted materials for approximately 35-50 nominations to create 150–250-word summaries for jury review.
- Participate in the jury process, sharing in-depth information about the nominees as needed.
- Draft and email notification letters to nominees and legislators.
- Work with Director of Communications to develop summaries for the website.
- Work with Director of Communications to develop narratives and supporting photos for the awards ceremony presentation.

Internship Dates: Summer 2025

Pay: Stipend \$3,000 (200 hours)

Location: This internship can be completed in our Chicago office or remotely.

To Apply: Submit a resume and brief writing sample to Suzanne Germann at sgermann@landmarks.org by April 15, 2025.