



HISTORIC
NEW ENGLAND

Defining the past. Shaping the future.

Position Opportunity

Preservation Project Manager

The Preservation Project Manager is responsible for the day to day management of preservation projects at the museum properties of Historic New England. The Historic New England property collection spans four centuries and five New England states and is comprised of 15 National Historic Landmark sites and 28 National Register sites. The Preservation Project Manager will work as part of the property care team to complete projects as assigned. Historic New England has been a leader in establishing preservation philosophy, standards and methods, and continues to provide models of historic preservation for preservation professionals, organizations and the public. The Preservation Project Manager is the keeper of the Historic New England philosophy as it is applied to their assigned projects. The Preservation Project Manager is responsible for project scope development, creation and dissemination of bid documents, coordination with contractors and staff, weekly status reports and project documentation, completion reports and other paperwork. The total number of projects assigned will be determined by project scope, work load considerations and the requirements of funding. The Preservation Project Manager is responsible for coordinating their work within the property care team and also with other Historic New England teams. This includes working closely with preservation managers, collection staff and historic site managers who oversee day-to-day operation of the properties.

Responsibilities: Become familiar with Historic New England's preservation philosophy and the procedures and requirements of project management established by Historic New England and the granting agencies. Familiarize oneself with site history and history of repairs at project site. Develop treatment plans for proposed projects. Coordinate as necessary with architect/engineer for creation of specifications for the project items. Draft bid documents for all project components and coordinate bid process and bid review. Coordinate with all necessary teams in regards to scope of the project and impact of the project with tenants, staff, the landscape, building and collections, and the public. Oversee projects, including status meetings with the site manager, preservation manager and team leader for property care. Produce written documents including weekly written status reports, written minutes from contractor meetings, project reports and a completion report for each project to conform to property care standards and the standards of the funding agencies. Produce, label and properly store photographs documenting all phases of the project to conform to property care standards and the standards of the granting agencies. Manage paperwork required for granting agencies and ensure timely compliance with all requirements. Writes internal documents, articles and makes public presentations related to Historic New England property care and projects and develops outreach programs on preservation issues. Serves on task forces and committees as assigned, both specific to expertise and in support of organizational priorities. Performs other duties as assigned.

Requires a Bachelors degree in historic preservation, architecture, engineering, or conservation and a minimum of 4 years job-related experience; or a Master's degree and at least one year of experience (preferred). This position is a full time (40 hours per week) with a partially grant funded term of three years. The position is based out of the Lyman Estate in Waltham, Massachusetts.

Date Available: ASAP

Applications: Please send resume and cover letter to jobs@historicnewengland.org, fax to (617)227-9204 or mail to Historic New England, 141 Cambridge Street Boston, MA 02114 attn: Human Resources