



**Job title:** Preservation Manager  
**Reports to:** Deputy Director  
**Level:** Senior Manager  
**Supervises:** Interns, Assistant positions (as may be developed)  
**Status:** Full-time, Exempt

Connecticut Landmarks owns and operates twelve historic sites, spanning four centuries of Connecticut history. The Preservation Manager manages the regular maintenance and restoration projects at all historic properties. This position requires knowledge of the critical maintenance, repair, and restoration of historic buildings, facilities, equipment, and fixtures to effectively communicate with contractors. The Preservation Manager will also assist in the preparation of the annual restoration project budget, contribute specific information for state bond requests and grant applications, and have extensive interactions with government permitting contacts, construction contractors, and tradespeople.

The Preservation Manager will also address work requests from each of the Site Administrators promptly and within an established budget.

## **Responsibilities:**

### Historic Building & Landscape Preservation

- Oversee and manage cyclical maintenance of historic structures according to the highest professional standards and best practices of historic preservation and restoration maintenance, aligned with expectations of *The Secretary of the Interior's Standards for the Treatment of Historic Properties*. Ensure staff and contractors adhere consistently to these standards.
- Manage repairs to woodwork, stone, metal, brick, and other materials in accordance with budget, plans, conditions, and organizational and professional standards.
- Manage grounds and landscape maintenance aspiring to the highest professional standards and best practices of cultural landscape stewardship. Manage utility infrastructure, including site irrigation, electrical, plumbing, HVAC, Wi-Fi/ communication, security systems, and geothermal infrastructure.
- Supervise the care and security of CTL's historic properties, and the seasonal opening and closing of its buildings.
- Develop and execute a regular maintenance schedule for each property, including the seasonal opening/closure procedure for each site, in cooperation with Collections Manager.
- Prioritize and coordinate buildings and grounds activities and workflow.
- Troubleshoot planning related to tours, events, and special property uses to ensure safe and rewarding experiences for visitors and secure appropriate use of the sites in concert with the Deputy Director, Site Administrators, and Collections Manager.

### Communication & Public Interaction

- Interact with all visitors, constituents, and stakeholders in a professional, courteous manner.
- Contribute to defining and communicating organizational visioning and strategic planning.
- Communicate effectively and professionally, both written and verbal, with all internal and external constituents, including staff, Trustees, contractors, volunteers, and site users.
- In consultation with the Marketing & Communications Manager, Public Engagement Manager, Site Administrators, Deputy Director, and/or the Executive Director, provide information for regular reports, presentations, public programs, academic articles, social media posts and the website.

### Safety Management

- Ensure safe conditions of all historic and non-historic structures and building systems.
- Manage electronic security systems, including serving as a point of contact, acting as primary responder to alarms and safety/security needs outside of business hours, and ensuring maintenance of code alerts, access, etc.
- Serve as primary point of contact with emergency personnel responding to site safety issues.
- Maintain door locks and key control to ensure facility security.
- Contribute to staff-wide disaster planning and readiness to ensure efficient response to any emergency at the site. Implement and facilitate processes and procedures in anticipation of any human caused or natural disaster.
- Ensure appropriate training in fire safety, disaster preparedness, hazardous communication, and safety as established by OSHA.

### Administrative

- Support the development of restoration budget and make responsible decisions regarding spending where authorized. Track actual expenditures for assigned projects, operations, or accounts and reconcile with budgeted amounts.
- Control and track inventory of supplies and equipment for site maintenance and preservation.
- Perform and document regular inspections of historic structures.
- Ensure maintenance of records, documentation, and schedules of cyclical and extraordinary maintenance related to systems, landscape, repair, construction, and painting.
- Contribute budgeting and planning as part of the organization's management, gathering cost and project estimates for major capital expenses and operations of the buildings and grounds function.
- Support development of any grant or bond requests; administer grant or bond requests as needed by working with contractors and consultants.
- Attend Collections & Stewardship meetings (monthly) to bring issues to the attention of the board, Create reports and documentation on the conditions of the buildings and the estimated costs of repairs

### Required Skills and Experience:

- Minimum of three years of experience managing the condition of historic buildings and have a familiarity with historic preservation.
- Associates degree in construction management, business management is preferred.
- Strong project management skills.
- Ability to assess a historic building's special needs and safety concerns. Provide proper level of care, protection, and restoration associated with those needs using best practices in historic preservation.
- Working knowledge of historic preservation standards at both federal and state level.
- Experience working with SHPO and/or NPS.
- Experience with a wide variety of building technologies and systems (HVAC, electrical, etc.).
- Experience with budgets, cost analysis, and bid pricing.
- Understanding of architectural plans and specifications; as well as local, state, and federal compliance.
- Experience with development of RFPs, management of bid process, and administration of contracts.
- Familiar with Microsoft Office suite including Microsoft Word, Excel, and Outlook.
- A strong sense of humor, ability to work with people of diverse backgrounds and experiences.
- A valid driver's license, reliable transportation, and ability to drive to properties throughout the state.
- Experience working at a historic site is highly desirable.

## Physical Requirements:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is frequently required to: sit, walk, reach with hands and arms, continually required to talk, or hear, bend, lift, climb, squat, and kneel, frequently required to lift, and carry weight (up to 50 pounds), stand for an extended period, and specific vision abilities include close vision, distance vision, and ability to focus. The employee must be able to work in varying weather conditions, including inclement weather.

*Nothing in this Job Description restricts Connecticut Landmark's right to assign or reassign duties and responsibilities to this position at any time. This position is at-will, which means that it can be terminated by the employee holding the position, or by Connecticut Landmarks, at any time, with or without notice or cause.*

## Position Announcement

Preservation Manager (\$50,000/year), up to 75% travel time

Connecticut Landmarks owns and operates twelve historic sites, spanning four centuries of Connecticut history. The Preservation Manager manages and conducts regular maintenance and restoration projects at all historic properties. The selected candidate must understand critical maintenance, repair, and restoration of historic buildings, landscapes, equipment, and fixtures. The Preservation Manager will also assist in the preparation of the annual restoration project budget, contribute specific information for state bond requests and grant applications, and have extensive interactions with government permitting contacts, construction contractors, and tradespeople.

The Preservation Manager will also address Site Administrator needs and property preservation requests promptly and within an established budget. Examples of position responsibilities include managing the maintenance and restoration of historic buildings and landscapes; managing infrastructure and security; managing contractors; managing bidding and contracting; developing budgets; supporting grant requests; and providing regular inspection records.

Preferred qualifications include at least three years of experience with historic building architecture, construction, historic preservation, and/or trades. An Associate's degree in construction management or business is preferred. Applicants must possess strong project management skills with experience in assessing historic structures' safety and needs. Experience with building technologies, budgets, bid pricing, bidding, architectural plan reading, permitting, and contracts. Must have familiarity, comfort with Microsoft Office (Word, Excel, PowerPoint, SharePoint), and possess a valid driver's license. Position will require up to 75% travel throughout the state in personal vehicle.

The position is full-time with full medical and retirement benefits, plus travel reimbursement and a flexible work environment. Salary is \$50,000/year.

Applicants should submit a letter of interest, resume, and at least three references to Robert Brock, Deputy Director at [robert.brock@ctlandmarks.org](mailto:robert.brock@ctlandmarks.org) with the subject line: "Preservation Manager." Applications will be accepted until February 28, 2023.