

# Manager of Historic Preservation

Architecture New Orleans, Louisiana Billings, Montana Austin, Texas Boise, Idaho Bozeman, Montana Denver, Colorado Great Falls, Montana Kalispell, Montana Minneapolis, Minnesota Missoula, Montana Seattle, Washington

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## Description

### Ready to create with us?

As a Cushing Terrell team member, you will have a unique opportunity to manage projects throughout the United States. You will be the creative engine of our teams and our projects, developing a quality, unified and sustainable design. You will be called upon to lead architectural project development teams, in partnership with talented designers, engineers, and business professionals across our 14 offices.

### What you will bring to the table:

- Accredited professional degree in Architecture or a related field
- Master of Historic Preservation or equivalent
- Qualified under the Secretary of the Interior's *Professional Qualification Standards* (36 CFR Part 61) for history, architectural history, and/or historic architecture
- At least 15 years of experience in architectural historic preservation
- Architecture licensure is a plus
- A passion for preservation projects
- Outstanding historical research, analytical, and technical writing skills
- Demonstrated comprehension and experience applying the *Secretary of the Interior's Standards for the Treatment of Historic Properties* to a variety of project types
- A talent for balancing graceful communication between Cushing Terrell teams and our clients
- An ability to drive, develop, and win new business opportunities

**As a Team Member at Cushing Terrell, you will...**

- Lead historic preservation projects and project teams from inception to completion including drawing, problem solving, design, and applying preservation principles to work on existing buildings
- Write historic preservation technical reports for the building environment including HABS documentation, Historic Structure Reports, nomination reports for local, state, and national registers, built resource condition assessment reports, and historic preservation treatment plans
- Conduct historical research online and in local archives/repositories, carry out field surveys, condition assessments, and recordings of built resources
- Develop probable costs and sources for a wide scope of preservation approaches, products, materials, tradespersons, and services
- Develop new client leads and manage clients
- Lead proposal writing, RFP/RFQ responses, and interviews to win projects
- Be able to delegate, train, monitor progress and coordination, and conduct QA/QC
- Be motivated and self-reliant, maintaining collaborative working relationships and assisting with the development of emerging professionals
- Have proficiency including experience in working in the following platforms: Microsoft Office Suite, Revit, AutoCAD and Adobe Creative Suite
- Position may grow to include supervisory responsibilities including training, assigning, and directing work, reviewing performance, rewarding and disciplining team members, addressing complaints and resolving problems. Supervisor responsibilities will be carried out with accordance to company policies and applicable laws

The majority of the time a person in this role will be sitting in an office with limited physical requirements. This may require individuals to bend, stretch, twist and reach. On occasion individuals will be required to visit a client site to perform site verifications and field surveys.

### **Compensation**

The expected salary range for this position is **\$80,000 to \$125,000 annually** and is based on the location/s posted. If you are a candidate living outside of (this region/these regions), we still encourage you to apply as salary ranges may differ across states/cities/job markets.

Actual pay will be determined based on your years of experience, licensure status, location, level of proficiency, and other job-related factors (as permitted by law). The position is also eligible for an annual performance bonus.

## **We are Cushing Terrell**

As a fully integrated firm, offering a balance of architecture and the full spectrum of engineering services, our firm commands unique resources to support our on-going drive to be an acknowledged pioneer at the forefront of engineering, architecture, planning, and design across the country – ranking within the top of ENR’s best AE firms.

At Cushing Terrell, we empower our people to be creative pioneers. Our business is built around integrity, design ingenuity, and growth – to shape a new world and to discover imaginative, responsible, and exceptional environments.

## **Why Cushing Terrell?**

This position offers a complete benefits package including:

- A performance bonus program
- Medical/dental/vision/life/disability insurance plan with an HSA, for both you and any eligible dependents
- FSA dependent care options
- 401(k)/Roth retirement plan with employer match
- 8 paid holidays and 16 days of Paid Time Off to start

We also offer educational and advancement opportunities and are committed to the continuing education and mentorship of all our team members.

## **Flexible Work Environments**

Cushing Terrell’s Work Smart Program is a flexible work arrangement designed to acknowledge and embrace flexibility in our work environments and preferences. Team members here get to choose if they would like to work remotely, a hybrid schedule, or 100% in the office. This program enables you, as a Cushing Terrell team member, to select a work situation that suits you best, while at the same time providing uncompromised—and always exceptional—service to our clients, partners, and colleagues.

We look forward to hearing from you!

## **Equity**

We embrace diversity and equality in a serious way. We are committed to building a team with a variety of backgrounds, skills, and views. The more inclusive we are, the better our work will be.

Cushing Terrell is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to actual or perceived race, age, color, religious creed, sex or gender, sexual orientation, gender identity or expression, marital status, national origin, ancestry, citizenship status, physical or mental disability, military status or status as a protected veteran, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Applicants must be currently authorized to work in the United States on a full-time basis.

If you need assistance or an accommodation while seeking employment with us, please call 406.248.7455. We will make a determination on your request for reasonable accommodation on a case-by-case basis. If you are having difficulty applying through an external website, please visit [www.cushingterrell.com/joinus/](http://www.cushingterrell.com/joinus/).