

Project-Funded Preservation Technician Full-Time, Temporary

Apply online at [Mount Vernon](#).

Position Overview:

The Temporary Preservation Technician is a temporary full-time, non-exempt position, working within the Historic Preservation and Collections Department under the direct supervision of the Architectural Research Manager. The Temporary Preservation Technician is charged with supporting the overall mission of the Mount Vernon Ladies' Association and the Historic Preservation and Collections department to conserve, maintain, record, and study the historic resources of Mount Vernon, with a particular focus on coordinating and executing maintenance, repair, restoration, and preservation relating to the Mansion, outbuildings and other historic structures at Mount Vernon. The Preservation Technician will also assist with research and documentation, facilitate use of the architecture collection, assist with administrative and outreach efforts, as well as collaborate with colleagues across the Estate.

Compensation:

\$22.00/hour

Expected Hours:

40 hours/week

Responsibilities:

- Carries out a daily program of inspecting and cleaning selected features of the outbuildings or Mansion, consisting of both interior and exterior architectural elements and acts as a point of contact for the care and maintenance of those structures. Performs targeted deep cleaning and prepares spaces for after-hours tours and special events as needed.
- Assists with ad hoc maintenance requests and recurring maintenance projects in the Historic Area, and coordinates and monitors work conducted by staff of other departments and contractors, as necessary.
- Works with members of the architecture team on annual inspections of the historic structures, both interior and exterior; assists in the preparation of written plans for their care; and contributes to the development of a prioritized work plan.
- Executes administrative tasks as assigned, e.g.: gathering contractor estimates, coordinating contractor visits, and arranging lodging; tracking and ordering lab and project supplies; providing updates for the monthly department report.
- Assists the Director of Preservation ("Director") and Architectural Research Manager with research and documentation of the construction and preservation history of the estate's historic structures; produces archival documentation of restoration projects through writing reports and schedules, takes, processes, and annotates digital images, prepares drawings, and adopts new documentation technologies as necessary.
- Undertakes other duties as assigned.

Qualifications:

- BA or coursework in historic preservation or a closely-related field, as well as a familiarity with 18th-century building materials and methods.
- The Preservation Technician's work should be informed by his/her/their ability to understand contextual research and architectural history and he/she/they should have the ability to document information in a clear and well-organized manner.
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- Professional experience in a museum or historic house setting is preferred, as well as experience in architectural research using a variety of sources, the use of AutoCAD, Adobe Bridge, Adobe Photoshop, and the execution of measured drawings.
- Candidates should also possess excellent communication, organization, and diplomacy skills and a positive attitude. Flexibility, reliability, punctuality and the ability to work beyond a normal workday as needed are expected.
- Applicants should also have the ability to work both independently and within a team, prioritize tasks, work at varying heights using scaffolding and ladders, stand and bend for extended periods of time, work in tight spaces, and lift up to 30 pounds.
- Ability to successfully complete a security background check.

Benefits:

- 403(b) Retirement plan with employer matching
- Employee recognition at 5 years of service
- Monthly employee events
- Employee referral program
- On-site Library
- Discount on Public Event Tickets
- Discount in the Mount Vernon Shops
- Discount at the Mount Vernon Inn and Food Court Pavilion
- Free parking
- Health, Vision, and Dental insurance
- Short Term Disability, Long Term Disability, and Life Insurance
- Paid leave for Sick Time, Vacation and Holidays
- Flexible spending account for medical care

Mount Vernon is dedicated to creating an inclusive environment for all employees. As an Equal Opportunity Employer, we are committed to building and retaining a team that represents a variety of skills, experiences and perspectives. All employment decisions are based on business needs, job requirements, performance, and qualifications without regard to race, religion or belief, national or ethnic origin, gender/sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital or domestic partnership status, veteran and military status, family or parental status, or any other status protected under federal, state, or local law. Mount Vernon will not tolerate discrimination or harassment based on any of these characteristics.