

## Preservation Manager-Taliesin

Spring Green, WI

Frank Lloyd Wright Foundation  
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### Description

Sharply focused on ensuring our local, regional, national, and international audiences feel welcome to explore, engage in, understand, and financially support the historic spaces of Frank Lloyd Wright's Taliesin and Taliesin West, the Frank Lloyd Wright Foundation inspires people to discover and embrace an architecture for better living through meaningful connection to nature, the arts and each other. In Wright's own words, our vision is "to make life more beautiful, the world a better one for living in, and to give reason, rhyme and meaning to life."

This is a unique opportunity to work at an internationally-renowned architectural site. Taliesin, Frank Lloyd Wright's home, studio, and property is a National Historic Landmark and UNESCO World Heritage site situated on 800 acres in Spring Green, Wisconsin in the Wisconsin River valley. The **Preservation Manager**, under the direction of the Director of Preservation, is involved in preservation projects for Taliesin including assisting with planning and implementation of facilities maintenance and conservation projects. The Preservation Manager's work involves developing drawings and coordinating projects carried out by Foundation technicians as well as independent contractors. This position is critical to the Frank Lloyd Wright Foundation's achievements at its Wisconsin property, and its work is supported by a very collaborative, professional, creative and skilled team.

### Essential Functions:

- Prepare project sketches, construction documents, and as-builts for department preservation and maintenance projects
- Document all preservation and maintenance projects and manage document control and recordkeeping.
- Assist with preparation and issuance of bid documents and requests for proposals, review schedules, qualify bids and make recommendations to Director of Preservation.
- Work with the Wisconsin Historical Society and other authorities as necessary to obtain approval for preservation projects within their purview.
- Help to coordinate work performed by sub-consultants and contractors, ensure compliance with design specifications and codes, review invoices, monitor the construction process, and ensure work is executed safely per OSHA guidelines.
- Assist with day-to-day implementation of maintenance and construction projects and coordination of facilities technicians to ensure efficient workflow and sufficient supplies.
- Other related duties as assigned.

This position is full time with a salary of \$75,000+/year (commensurate with experience) and comprehensive benefits including a paid time-off package. The Foundation pays up to 90% of monthly health-care premiums and enrolls all regular full-time employees into our life insurance, short-term and long-term disability, and long-term care policies at no cost to employees.

A career at Frank Lloyd Wright Foundation offers more than the opportunity to impact the world through our mission. Our team does vital and valued work that fosters creativity, collaboration, and camaraderie. Besides competitive compensation and benefits, we offer an inclusive environment, amazing views, and incredible architecture to inspire you every day.

## **Requirements**

### **Minimum Qualifications:**

- Bachelor's degree in architecture or historic preservation
- 2-3 years of professional experience with architectural drawing and detailing, document control, and project coordination
- Working understanding of the Secretary of the Interior's Standards for the Treatment of Historic Properties
- Outstanding written, verbal, and interpersonal skills are required
- Computer proficiency in Microsoft Office, Adobe Creative Suite, Google Sketch-Up, and Autodesk AutoCAD
- Demonstrated flexibility, curiosity, and ability to work effectively in a fast-paced environment with shifting priorities and unexpected events or delays
- Ability to work occasional nights and weekends as needed
- Valid Wisconsin driver's license

### **Preferred Qualifications:**

- Previous experience performing similar duties at a historic site
- Proficiency in Revit and GIS
- Familiarity with the architecture and ideas of Frank Lloyd Wright

**Physical Demands and Work Environment:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this job.

- **Physical Demands:** While performing the essential functions of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; and consistently talk or hear; and rarely taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- Work environment: While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

Frank Lloyd Wright Foundation is an equal opportunity employer.