



TITLE: Preservationist
FULL TIME/ PART TIME: Full Time
SUPERVISOR: Executive Director

About Us

Historic Richmond is the only non-profit solely dedicated to preserving Richmond's distinctive historic character, sparking revitalization, and championing our past and future architectural legacy.

Our office is located in the heart of downtown in an 1835 Greek Revival house. Our office is fast paced, high-energy, and no two days are ever the same. We are currently seeking a Preservationist to join our small, but extremely passionate team.

Summary Job Description

Work as an integral part of the Preservation team on all preservation-related projects including rehabilitation, revitalization, and advocacy efforts. Manage or assist with restoration and conservation of Foundation-owned or assisted properties. Help coordinate and participate in Historic Richmond events. Act as a community engagement officer for Historic Richmond's preservation efforts by fostering relationships with city and state government officials, businesses, contractors, and other community partners who are playing key roles in Richmond's continued revitalization. This involves attending day and evening city committee and community meetings as needed and staying up-to-date with public and private projects related to Richmond's historic built environment.

Required Background

1. A Master's Degree or Bachelor's Degree in Historic Preservation, Architectural History, Urban Planning, or a related field.
2. Familiarity with Richmond and/or Virginia's built environment.
3. Microsoft Office (Word, Excel, PowerPoint, Outlook).

Desired Traits

You will be able to work well in a fast paced and flexible team environment and have the ability to communicate effectively with a wide variety of preservation professionals. You will have effective interpersonal, verbal, and written communication and computer skills. You are able to handle multiple projects in a hectic environment. You demonstrate a deep commitment to the Historic Richmond mission of preservation, neighborhood revitalization, and education. Some occasional nights and weekend are required.

Salary and Benefits

Historic Richmond offers a competitive salary and benefits package.

To Apply

Please submit a cover letter and resume to info@historicrichmond.com **by April 15, 2019.**

Please no phone calls or agencies.