**Historic Augusta, Inc.**

**Preservation Manager**

**JOB DESCRIPTION**

(revised 7/24/24)

**About Historic Augusta, Inc.:**

 Historic Augusta, Inc. was founded in 1965 and is operated by a volunteer Board of Trustees lead by a President, officers and an Executive Committee. It maintains an Executive Director for day-to-day management, under whom works a small staff. The mission of Historic Augusta, Inc. is to preserve historically or architecturally significant structures and sites in Augusta and Richmond County, Georgia. Historic Augusta's headquarters is located within the Joseph R. Lamar Boyhood Home (circa 1860), at 415 Seventh Street in downtown, Augusta, which is listed in the National Register of Historic Places. It also owns and operates the adjacent property, the Boyhood Home of President Woodrow Wilson (circa 1859), at 419 Seventh Street, a National Historic Landmark, which is operated as a house museum.

**Requirements:**

 The ideal candidate will have a Bachelor's Degree or higher in historic preservation, history, public history, architecture, architectural history or related fields. Practical experience working with a public or nonprofit agency is an asset. Experience in primary historical research is highly desirable, including the use of various types of records including maps, city directories, deed records, title records, and various kinds of genealogical tools that help to document properties and people. Understanding of architectural styles, types, and elements of buildings will also be important. The successful applicant will ideally have a special interest and some knowledge of local history and architecture. Familiarity with preservation programs and tools used by local, state and federal agencies should be understood, or will need to be quickly learned.

**Duties and Skills:**

 The Preservation Manager works under the direct supervision of the Executive Director in all areas, and is expected to represent the organization as delegated by the Executive Director with regard to assisting or working with other agencies, organizations and committees. Much of the work of the Preservation Manager will be in compiling information for applying for historic preservation tax incentives on behalf of clients; conducting research for nominations to the National Register of Historic Places; answering inquiries about historic places and subjects in Augusta and the CSRA; helping compile historical information related to Historic Augusta’s events held at historic buildings and cemeteries; writing articles for our print and electronic newsletters; helping post information to our social media platforms and to our website. The Preservation Manager will be the primary staff liaison for the Preservation Committee, the Design Committee, and the Awards Committee.

 Vital skills include excellent writing ability, understanding proper formatting of written material, and the ability to follow exacting directions on forms and applications. The ability to manage various projects all at the same time, and good organizational skills are essential. Familiarity with basic software applications including Word, Excel, Access, PowerPoint and others will be required. The successful applicant should also have the ability to learn other programs as needed, including Word Press, Canva, and other applications that may arise from time to time. Use of a digital camera is required, often on a mobile devise. Cloud storage platforms that are currently utilized are Google Drive and Dropbox. Online research platforms that are regularly used include the Augusta GIS system; FamilySearch.org; Ancestry.com; Genealogybank.com; Newspapers.com; Galileo.com; the Library of Congress website; Georgia’s Virtual Vault; Digital Library of Georgia. From time to time research may be required in courthouse records, libraries, archives, and manuscript collections. Helping to maintain our archives and vertical files will also be part of the job responsibilities, including assisting with digitization of our files.

Other duties will include

* Scheduling committee and other meetings, keeping minutes, and maintaining status of projects under the purview of Historic Augusta’s Preservation Committee.
* Staffing the annual Endangered Properties List for the Preservation Committee, including maintaining a list of possible candidates, compiling information, keeping on schedule, and coordinating the annual press conference and special EPL edition of *Historic Augusta News.*
* Scheduling meetings, keeping notes, and working with the Design Committee in its monthly review of agenda items presented to the Augusta Historic Preservation Commission, and preparing a letter for submittal to HPC members in coordination with the Executive Director
* Staffing the Awards Committee that annually selects recipients of Historic Augusta’s Preservation Awards, including scheduling meetings, finalizing the recipients, sending letters, and ordering the actual awards before Historic Augusta’s Annual Meeting in the fourth quarter of each year.

As one of a small staff, assisting other staff members from time to time in order to meet deadlines, or in order to complete important tasks will also be expected. The Preservation Manager will be expected to attend and assist with all Historic Augusta events and programs.

**Compensation and Benefits:**

This is a full time position. Benefits shall be in accordance with the Personnel Policy of Historic Augusta, Inc. and negotiated at the time of hiring. All new employees are subject to a three-month trial period.

Salary range: $35,000 - $42,000 annually

How to Apply: Send a cover letter, resume, and recent writing sample, preferably via email, to:

Erick Montgomery

Executive Director

Erick@historicaugusta.org

Historic Augusta, Inc.

P. O. Box 37

Augusta, GA 30903-0037

Applicants should email their submission by attaching Word or PDF documents.

Position will open until filled.