



Preservation
BUFFALO NIAGARA

JOB DESCRIPTION

JOB TITLE: Preservation Planner Intern

DURATION: 12 months

GRADE: Exempt, grant funded contract position

LOCATION: Preservation Buffalo Niagara, 617 Main Street, Buffalo NY 14203

General Summary of Duties

Preservation Buffalo Niagara (PBN) is seeking a Preservation Planner to support on-going and upcoming projects. This is a 12-month, full time, contract position funded by the Margaret L. Wendt Foundation. The expected term of this position is June 1, 2019 to May 31, 2020, with some flexibility.

Under the supervision and guidance of PBN's Director of Preservation Services, the successful candidate will conduct architectural history research projects and assist in community-oriented educational projects resulting from research projects.

Typical Work Activities

1. Researching the built environment through the identification and review of primary and secondary source materials (online and local resources) including maps, deed records, tax records, probate/estate records, building permits, architectural drawings, documentary photographs, family papers, census records, newspapers, period publications and oral histories;
2. Conduct field research and prepare resource forms, including photography and written architectural descriptions;
3. Synthesize the research, methodologies, results, and other pertinent information into written building descriptions, significance statements, landmark nominations, and/or other types of applicable reports;
4. Prepare traditional and social media content to educate the public of research results and preservation best practices;
5. Keep detailed notes, records, and files;
6. Assist in planning and managing events related to these projects.



Minimum Qualifications

1. Master's Degree in Architectural History, Historic Preservation, History, or a closely related field; OR
2. Bachelor's Degree in Architectural History, Historic Preservation, History, or a closely related field, plus three years of relevant experience;

Skills and Experience

- Ability to work independently and manage both short- and long-term project deadlines;
- Ability to work within teams and effectively communicate with other team members;
- Excellent research, writing, and editing skills required;
- Strong historic research experience including familiarity with deeds, historic maps, and a variety of primary and secondary resources, as well as an excellent ability to investigate and locate resources needed to complete a project;
- A good general knowledge of common architectural styles, forms, terms, and historical development;
- Familiarity with using and applying the Secretary of the Interiors Standards for the Treatment of Historic Properties and ability to read architectural drawings are preferred;
- Communicate clearly and concisely using written and verbal skills;
- An excellent working knowledge of commonly used office computer programs such as Word, Excel, PowerPoint, Photoshop, etc.

Physical Demands and Expected Hours of Work

This is a largely sedentary role, based primarily at the PBN offices, but will require regular travel for research, fieldwork, meetings, and/or other project-based events will be required.

This is a full-time, regular exempt (40 hours/week) contract position.

How to Apply

Qualified candidates should send a resume with an expression of interest and a writing sample to the attention of:

Christiana Limniatis, Director of Preservation Services
Preservation Buffalo Niagara
climniatis@pbnsaves.org
617 Main Street Suite #201
Buffalo NY 14203
(Please no phone calls)

Applications must be received no later than 4 p.m. Friday, March 29th, 2019.

617 Main Street, Buffalo, New York 14203 • Phone: (716) 852-3300
www.preservationbuffaloniagara.org • info@pbnsaves.org