



Job Opening: Preservation Planner

About Us:

Preservation Buffalo Niagara (PBN) is a non-profit advocacy organization that identifies, protects, and promotes the unique architecture and historic legacy of Western New York, while connecting people to the places they love. We provide services in Erie and Niagara counties, with a particular emphasis on the City of Buffalo's East Side and the City of Niagara Falls. PBN is working hard to challenge existing preservation paradigms and serve a more diverse constituency.

Opportunity Overview:

PBN is seeking a full-time Preservation Planner. The Preservation Planner works closely with the PBN's Director of Preservation Services to implement PBN's strategic plan as it relates to advocacy and research projects. The Preservation Planner also coordinates Preservation Services Department interns/volunteers as needed.

Primary Responsibilities:

Designations (30% time)

Prepare local landmark applications, National Register of Historic Places Determinations of Eligibility, and National Register of Historic Places nominations (henceforth collectively referred to as "nominations") and assist members of the public with preparing the same.

Specific tasks/duties include but are not limited to:

- Maintain an advocacy priority list of buildings to be landmarked (either locally, National Register, or both) based on observation, requests from the public, previously completed surveys, etc., with special attention paid to Buffalo's East Side and Niagara Falls
- Choose and prioritize buildings to nominate based on PBN's advocacy protocol
- Conduct research on the built environment through the identification and review of primary and secondary sources including maps, deed records, building permits, architectural drawings, documentary photographs, census records, newspapers, period publications, oral histories, etc.
- Synthesize research and other pertinent information to write building descriptions, building histories, and significance statements
- Prepare letters, statements, online advocacy forms, and/or speak at municipal meetings in support of submitted nominations
- When applicable, supervise intern who will assist with research projects

Sacred Spaces Assistance Program (30% time)

- Manage the day-to-day activities of the Sacred Spaces Assistance Program (SSAP)



- Communicate with program participants and potential participants to explain the program, assess feasibility of Determinations of Eligibility (DOEs), and advise on grants/funding
- Prepare DOEs and National Register (NR) nominations
- If applicable/desired by participant, assist with local landmarking
- Maintain a regular e-newsletter/bulletin to provide participants with useful information
- On an as-needed basis, seek ways to promote/advertise the program
- Prepare case studies illustrating examples of successful religious building preservation projects

Technical Services (20% time)

- Answer technical service questions via email and phone
- Work with the Communications Coordinator to ensure PBN website includes accurate and useful technical resources
- As needed, update technical services material (e.g., webpages and handouts)
- Maintain a list of contractor and consultant recommendations

Educational Programming & Outreach (10% time)

- Work with the Communications Coordinator to plan and execute educational programming such as lectures and tours as needed and assigned
- Prepare PowerPoint presentations, and lead lectures and tours
- Conduct research to support events led by other departments
- Prepare social media content for the Communications Coordinator related to advocacy and technical service activities.

Municipal Outreach (5% time)

- Participate and assist the Director of Preservation Services as needed in the execution of PBN's Municipal Outreach Program
- Provide technical assistance to historic preservation commissions
- Assist with in-person and virtual trainings sessions

Administrative Duties (5% time)

- Assist the Director of Preservation Services with the preparation of regular Department reports for the ED and Board
- Serve as direct supervisor to the Department of Preservation Services as assigned by the Director of Preservation Services

Preferred Education and Experience:

A master's degree from an accredited college or university in historic preservation, urban planning, architectural design, or a related specialized field; or a bachelor's degree in one of the aforementioned fields and three+ years' experience.



Knowledge and Skills:

Understanding of building technology; Experience in applying the Secretary of the Interior's Standards. Experience in researching and writing about historic resources, especially as part nominations to the National Register of Historic Places and/or local level landmarking. Ability to manage multiple ongoing projects simultaneously and independently. Excellent written and verbal communication skills; demonstrated experience in outreach and public speaking. Must be fluent with MS Office.

Compensation:

The salary range for this position is \$40,000 to \$45,000 depending on relevant experience. PBN has generous time-off policies, flexible work schedules, and offer health, vision, and dental insurance.

To Apply:

Please send a letter of interest, resume, and at least two preservation related writing samples to jobs@pbnsaves.org, including the words "Preservation Planner search" in the subject line. Please make sure to attach your application materials as a single PDF file. No calls please.

PBN will start to review applications on April 28, 2023. The application process will remain open until the position is filed.

PBN is an equal opportunity employer. We encourage candidates from a wide variety of educational and experiential backgrounds to apply for this position. We strongly encourage applications from women, racial and ethnic minorities, and other individuals who are under-represented in the profession, across color, creed, race, ethnic and national origin, physical ability, gender and sexual identity, or any other legally protected basis.