



## Job Title: Preservation Assistant

**Location:** Amos Bull House & Various Sites  
**Reports to:** Preservation Manager  
**Level:** Associate  
**Supervises:** N/A  
**Status:** Part-Time, Seasonal, Non-Exempt  
**Rate:** \$25/hour for a maximum of 800 hours annually

Connecticut Landmarks owns and operates twelve historic sites, spanning four centuries of Connecticut history. The Preservation Assistant performs regular maintenance tasks and minor restoration projects at all 12 of CTL's historic properties. The Preservation Assistant will handle repair projects as assigned by the Preservation Manager and Executive Director. The Preservation Assistant will be required to have the necessary trades skills to perform routine maintenance on and repairs to the buildings and landscapes. This position reports directly to the Preservation Manager.

### Responsibilities:

#### Historic Building & Landscape Preservation

- Perform minor maintenance tasks on historic structures according to the highest professional standards and best practices of historic preservation and restoration maintenance, aligned with expectations of *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.
- Make necessary repairs to woodwork, stone, metal, brick, and other materials in accordance with budget, plans, conditions, and organizational and professional standards.
- Participate in the care and security of CTL's historic properties, and the seasonal opening and closing of its buildings.
- Prioritize and coordinate buildings and grounds activities and workflow.
- Participate in planning sessions related to tours, events, and special property uses to ensure safe and rewarding experiences for visitors and secure appropriate use of the sites in concert with the Preservation Manager, Site Administrator, Collections Manager, and Executive Director.

#### Communication & Public Interaction

- Interact with all visitors, constituents, and stakeholders in a professional, courteous manner.
- Communicate effectively and professionally, both written and verbal, with all internal and external constituents, including staff, contractors, volunteers, and site users.
- Support public programs related to preservation activities

#### Safety Management

- Ensure safe conditions of all historic and non-historic structures and building systems.
- Manage electronic security systems, including serving as a point of contact, acting as a responder to alarms and safety/security needs outside of business hours, and ensuring maintenance of code alerts, access, etc.
- Serve as a point of contact with emergency personnel responding to site safety issues.
- Maintain door locks and key control to ensure facility security.

### Administrative

- Track inventory of supplies and equipment for site maintenance and preservation.
- Document regular inspections of historic structures.
- Contribute to the budgeting and planning process as part of the organization's management, gathering cost and project estimates for major capital expenses and operations of the buildings and grounds function.

### Required Skills and Experience:

- A minimum of three years of experience working in the trades and have a familiarity with historic preservation.
- Strong project management skills.
- Ability to assess a historic building's special needs and safety concerns. Provide proper level of care, protection, and restoration associated with those needs using best practices in historic preservation.
- Working knowledge of historic preservation standards at both federal and state level.
- Familiarity with utility infrastructure, including site irrigation, electrical, plumbing, HVAC, Wi-Fi/communication, security systems, and geothermal infrastructure.
- Experience with budgets, cost analysis, and bid pricing.
- Understanding of architectural plans and specifications; as well as local, state, and federal compliance.
- Experience working with a variety of power tools and other equipment.
- Familiar with Microsoft Office suite including Microsoft Word, Excel, and Outlook.
- A strong sense of humor, ability to work with people of diverse backgrounds and experiences.
- A valid driver's license, reliable transportation, and ability to drive to properties throughout the state.
- Experience working at a historic site is highly desirable.

### **Physical Requirements:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to: sit, walk, reach with hands and arms, continually required to talk, or hear, bend, lift, climb, squat, and kneel, frequently required to lift, and carry weight (up to 50 pounds), stand for an extended period, and specific vision abilities include close vision, distance vision, and ability to focus. The employee must be able to work in varying weather conditions, including inclement weather.

Nothing in this Job Description restricts Connecticut Landmark's right to assign or reassign duties and responsibilities to this position at any time. This position is at-will, which means that it can be terminated by the employee holding the position, or by Connecticut Landmarks, at any time, with or without notice or cause.

### **To Apply:**

Applicants should submit a letter of interest, resume, and three references to Aileen Bastos, Preservation Manager at [aileen.bastos@ctlandmarks.org](mailto:aileen.bastos@ctlandmarks.org) with the subject line: "Preservation Assistant." **Applications will be accepted until April 21, 2025**, but will be reviewed on a rolling basis.

