

Job Description:

Position: Preservation Assistant

Employer: The MTSU Center for Historic Preservation

Employment Type: Part-time Temporary (grant-funded)

This position will support the public service mission of the Center for Historic Preservation (CHP) by fielding and appropriately responding to public requests for preservation assistance. This includes communicating with potential partners and property owners through telephone and e-mail to gather information about requests for assistance; scheduling and carrying out site visits; providing basic on-site historic preservation guidance and assessments; on-site photography and measuring; helping to determine if further assistance may be needed; and developing appropriate reports for short-term projects that may include documentation reports, preservation needs assessments, and historical research reports.

The Preservation Assistant may also be asked to contribute to other CHP projects when applicable. This position will report to the Fieldwork Coordinator and may also work with other CHP staff members as necessary. The position may be housed at the Heritage Center of Murfreesboro and Rutherford County, or the CHP's offices in Peck Hall on MTSU's campus, with the option to work partly remote.

Required abilities, knowledge, and skills:

- Work independently
- Ability to travel for up to 30% of weekly hours
- Act as primary contact for site visits and short-term projects
- Gather information for prospective historic preservation projects
- Knowledge of historic preservation theory and practices
- Apply the Secretary of the Interior's Standards for the Treatment of Historic Properties
- Ability to conduct basic survey of historic properties to determine approximate age, architectural style, historic significance, and potential preservation treatment
- Demonstrate proficiency in historical research and technical-writing skills
- Prepare reports for site visits and short-term projects with minimal supervision

Experience required:

- Master of Arts degree in public history, historic preservation, architectural history, or related field, and at least one year of progressively responsible experience with historic preservation projects preferred (this may include relevant work experience outside of the classroom during pursuit of advanced degree)

Physical Demands:

Must be able to lift 30 pounds and navigate (walking/driving) various landscapes while conducting fieldwork

Compensation:

Salary Unit: (Paid in Monthly Installments)

Salary Amount: \$32,500-\$36,250

How to Apply:

Interested applicants should submit via email a resume and cover letter. The cover letter must descriptively showcase the applicant's experience working on preservation projects and knowledge of preservation treatments

Closing Date: September 19th

All resumes and cover letters should be sent directly to the point of contact for this position,
Torren Gatson: Torren.gatson@mtsu.edu.