



Job Posting: Director of Research and Preservation

Village Preservation (formerly the Greenwich Village Society for Historic Preservation) seeks a highly motivated historic preservationist to serve as Director of Research and Preservation.

Duties include:

- Overseeing and coordinating historic buildings research and managing research interns and staff
- Overseeing and coordinating design review of proposed new construction and changes to historic buildings
- Overseeing and coordinating organization's [landmarks applications webpage](#)
- Drafting requests for evaluation to the Landmarks Preservation Commission
- Drafting testimony for public hearings, and representing the organization at public hearings, community meetings, and other events
- Creating and updating online and printed materials illustrating research and preservation work
- Responding to questions from the public regarding history, research, and landmark status and regulation
- Track and seek resolution on landmarks and buildings code violations

Candidates for the position must:

- Have a demonstrated knowledge of historic preservation, the NYC Landmarks Preservation Commission, and architectural history and styles
- Be knowledgeable about historic building research techniques, esp. for NYC buildings
- Have a familiarity with the Greenwich Village, NoHo, and East Village communities and the cultural history associated with them
- Have strong writing skills
- Be a highly motivated, meticulous, detail-oriented self-starter willing to work more than 40 hours/week and occasional weekends and evenings as needed
- Be comfortable speaking in public, in both formal and informal settings

The ideal candidate would have:

- A degree in historic preservation
- A strong knowledge of the history of the architecture and physical development of Greenwich Village, the East Village, and NoHo, their preservation movements, and cultural, artistic, and political movements connected to them
- Experience interacting with and navigating the NYC Landmarks Preservation Commission
- Prior involvement in and connection to Greenwich Village, East Village, and/or NoHo community affairs
- Experience writing about architecture, urban planning, and New York City history
- Experience managing interns or staff
- Knowledge of Microsoft Office Suite, Adobe Creative Suite, Wordpress or other web design programs, experience with digital video and video editing, database applications, and document layout programs, familiarity with GIS, and social media proficiency
- Experience with online building and personal research using resources such as ACRIS, BIS, Property Shark, ancestry.com, property tax records, city directories, historic maps

Village Preservation is an Equal Opportunity Employer.

Compensation package includes full medical benefits, vacation, etc. Salary \$90-\$100k commensurate with experience.

Send resume, cover letter, and work samples to info@villagepreservation.org