



Restoration Director

Job Description and Announcement

BACKGROUND

Founded in 1987, Preserve Montana is the statewide, nonprofit organization dedicated to protecting the historic places, traditional landscapes, and cultural heritage in Montana. Located in the capital city, Preserve Montana maintains an office in downtown Helena and a preservation trades workshop at the historic Baxendale Schoolhouse.

Preserve Montana is the voice for historic preservation in the Treasure State. The small and mighty staff and board of directors actively advocates and engages with a broad constituency to protect and celebrate historic places, spaces, and stories across the state.

More than three decades of place-based collaborative work has resulted in dozens of saved historic and cultural resources. This is achieved through four main programs: Advocacy, Documentation, Outreach & Education and Restoration & Training. The Restoration & Training program teaches disappearing trade skills while working to stabilize and restore endangered buildings in often under-resourced communities.

The program provides hands-on workshops and classes, tool lending, how-to publications, and a restoration crew that undertakes a diverse array of preservation carpentry projects that bring new life to properties in need. The active rehabilitation of the historic Baxendale Schoolhouse provides a learning lab for the program. A future goal is to develop a preservation corps that will help expand training opportunities and the physical revitalization of historic properties through hands-on preservation carpentry.

Preserve Montana is seeking an experienced, skilled, and energetic leader to join our dedicated team and lead Preserve Montana's innovative Restoration & Training program.

DUTIES AND RESPONSIBILITIES

The primary responsibilities of the Restoration Director are 1) program leadership and administration, 2) hands-on preservation carpentry, and 3) preservation trades education. This multi-faceted position meets Preserve Montana's mission by directly saving and enhancing historic properties through physical preservation, expanding the preservation trades, and engaging the public through training and volunteer opportunities.

The position reports to the executive director, supervises the seasonal restoration carpenter, and provides 50% supervision of the restoration & research associate.

Leadership and Administration

Direct all aspects of Restoration & Training program management including planning, staffing and implementation.

- Initiate and set goals for program according to the strategic objectives of the organization.
- Plan the program from start to completion involving deadlines, milestones and processes.
- Develop budgets and operations.
- Identify and secure program funding in collaboration with executive director, including donations, grants and earned income.
- Devise evaluation strategies to monitor performance and determine need for improvements.
- Supervise program staff to provide feedback and resolve complex problems.
- Discover ways to enhance efficiency and productivity of procedures and people.
- Ensure program operations and activities adhere to legal guidelines and internal policies.
- Keep executive director and board of directors informed with detailed and accurate reports and presentations.
- Serve as the face of the Restoration & Training program.
- Develop program content for organizational outreach and marketing.

Hands-On Preservation Carpentry

Lead, manage and execute preservation carpentry projects with the Preserve Montana restoration crew and volunteers, focusing on endangered historic properties in Montana.

- Identify and secure restoration carpentry projects for annual project calendar.
- Develop project budgets and estimates and negotiate as necessary.
- Engage and manage volunteers with projects, where appropriate.
- Direct projects with restoration crew like building condition analysis, preservation treatment methods, and active repair and stabilization of historic properties.
- Complete Baxendale Schoolhouse rehabilitation and site improvements.
- Oversee Baxendale Schoolhouse building management and maintenance.
- Establish and ensure that safety protocols are followed.

Education & Training

Lead preservation carpentry education and training opportunities to grow the preservation trade workforce in Montana.

- Develop and implement annual preservation trades workshop series and volunteer project opportunities.
- Establish partnerships with individuals, organizations, businesses, and other stakeholders to support and expand education and training opportunities.
- Establish and oversee the preservation corps, a seasonal preservation trades student workforce program that is under development.

- Participate in planning and organizing conferences, workshops, tours, and other programs and activities to further the preservation and restoration of historic properties and address threats to endangered properties.
- Provide support and technical assistance to individuals and organizations seeking to preserve and restore historic properties in Montana.

KEY COMPETENCIES

Leadership: Ability to lead, teach and inspire others by creating a positive work environment that develops staff, students and volunteers, and communicates a clear sense of direction and purpose in alignment with the organization’s mission and vision.

Preservation Carpentry: Advanced experience with preservation trades and construction skills including but not limited to building component analysis, historic detail replication, condition assessments, stabilization reports, and preservation treatments.

Project/Program Management: Advanced ability to organize the planning process, develop detailed project schedules including tasks, accountabilities, and deadlines, anticipate problems that may impede work, and communicate changes and progress.

Teaching: Proficiency developing curriculum and engaging diverse learning groups in hands-on field and classroom settings on a variety of preservation carpentry and other technical components.

Collaboration: Competent team player with ability to resolve conflict, negotiate and partner on projects. Develop and maintain relationships to enhance workflow and quality.

Analytical: Specialized skills to function in situations that are varied, complex, and/or non-routine. Proven ability to identify, dissect and address problems from different angles to arrive at a solution(s).

Written/Oral Communications: Highly proficient with tailoring communications to effectively reach internal and external audiences. Actively listens and solicits information and feedback from a wide variety of sources.

QUALIFICATIONS

- Post-secondary education and experience in construction trades, architecture, historic preservation, or a related field. Master’s degree or equivalent professional experience is desired. Experience may substitute for some of the required education through 8-10 years’ practice with project and program management, training and teaching, and preservation carpentry.
- 5-10 years’ experience with program management and leadership, training and teaching, and preservation carpentry and design.
- Comprehensive knowledge of preservation carpentry theories, concepts and practices.
- Experience with personnel management.
- Knowledge and proficiency in budgeting, estimating, contracting, and office systems.

SALARY AND BENEFITS

\$60,000 to \$70,000 salary dependent upon experience and qualifications. Benefits include health and dental coverage, retirement plan, paid time off, and flexible work schedule.

APPLICATION INSTRUCTIONS

Send a digital or hard copy cover letter and a resume with references to: Executive Director Jenny Buddenborg at jenny@preservemontana.org or PO Box 101, Helena, MT, 59624. Job posting available at www.preservemontana.org.