

Historic Cane Hill – Historic Sites Manager Job

Description Duties and Responsibilities:

- The Historic Sites Manager (HSM) will be responsible for monitoring the condition of historic structures on Historic Cane Hill's campus on a regular basis and identifying necessary maintenance and repairs.
- HSM will alert the Executive Director to any immediate maintenance or repair needs and identify medium- and long-term repair and maintenance needs.
- The HSM will maintain a maintenance log and will document any issues as they arise as well as records of maintenance and repairs.
- The HSM will perform regular maintenance and repairs to structures and landscape features including, but not limited to: window and door repair, siding repair and replacement, painting, cleaning facades and building surfaces, changing HVAC air filters, changing smoke alarm batteries, cleaning gutters, repairing and maintaining stone walls and fencing.
- HSM will aid the executive director in budget preparation for building repairs and maintenance and will ensure that budget is adhered to.
- HSM will coordinate with contractors, subcontractors, and service repair technicians when necessary for systems and structures maintenance and repairs and for restoration, rehabilitation, and construction projects.
- HSM will report to the Executive Director.
- Other duties as assigned.

Required skills and abilities:

- Actively support and respect Historic Cane Hill's mission, policies, people, and procedures, as well as demonstrate professional behavior, a positive attitude in working with the visiting public, dependability, and reliability.
- Excellent problem-solving skills.
- Strong communication and organizational skills.
- Ability to build and sustain positive working relationships and work collaboratively as part of a team.
- Strong knowledge of carpentry and building repair and restoration techniques.
- Basic knowledge of building mechanical and electrical systems.
- Ability to lift and carry objects from 15 to 100 pounds.
- Use hand tools and power tools in carrying out all duties. Follow all applicable safety rules and procedures.
- Ability to climb ladders and crawl under buildings.

Preferred skills and abilities:

- Knowledge of historic building systems and technologies and concepts of *The Secretary of the Interior's Standards for Treatment of Historic Properties*.

Additional Requirements

- Current US Driver's License.
- Willingness and ability to work occasionally after regular hours and on weekends.

Salary and Benefits

- \$45,000 - \$47,250 commensurate with experience
- Staff housing available upon request
- Two weeks paid vacation
- Non-discretionary paid bonus at the end of the year, commensurate with tenure
- Organization is pursuing health benefit package options

How to Apply:

Please send a cover letter and resume as a PDF to vanessa@historiccanehillar.org with “[Your Last Name] – Historic Sites Manager” in the subject header.

We value a diverse workforce and an inclusive culture. HCH encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.