



## **Preservation Technician Job Description**

### **JOB SUMMARY**

The Preservation Technician assists with the preservation, restoration, repair, study, and documentation of Historic Deerfield's 55 buildings, many of which were built in the 18<sup>th</sup> and 19<sup>th</sup> centuries and contribute to a National Historic Landmark District. Supporting the work of the Director of Historic Preservation and Architectural Research, this position assists with a wide variety of preservation work, including preservation project management, architectural research and documentation, and public engagement. This is a full-time (35 hours per week) 12-month contractual position that is benefit-eligible.

### **CORE DUTIES**

Specific responsibilities will evolve with the priorities of the Department of Historic Preservation, but may include:

- Helping research best preservation treatments for painting, carpentry projects, masonry work, and other physical interventions in our historic buildings.
- Working with tradespeople on our Facilities team to assist with documenting our preservation projects through photography and written reports, recording the appearance of historic fabric before, during, and after the work.
- Helping coordinate with outside contractors for work on our historic buildings, including contractor site visits, soliciting proposals, processing contracts, coordinating and overseeing work, and processing invoices.
- Assisting with annual visual inspections and assessments of our historic houses to identify and help prioritize preservation projects.
- Helping inspect and assess architectural condition issues on the interiors of our historic houses, including responding to concerns discovered by guides and our Curatorial team.
- Assisting with the development of public programming and special events related to historic preservation and architecture in Deerfield, including symposia and special lectures.
- Assisting the Director of Historic Preservation and Architectural Research with historic structure reports (HSRs) in preparation for restoration work on our buildings, including the current Stebbins House project.
- Helping create Architectural Summary Reports for the use of the guides and other staff members in public interpretation at the various historic houses that are open to visitors.

- Working with the Director of Historic Preservation on major special projects, including the organization and cataloging of our Architectural Fragments Collection and the organization and digitization of Department of Historic Preservation records.
- Contributing to social media and public engagement by helping craft verbiage, photographing buildings, researching historic architecture, and highlighting preservation practices in order to create engaging content for Facebook, Instagram, YouTube, and other social media platforms.
- Assisting with grant writing by helping to identify promising funding sources to support additional work in the Department of Historic Preservation.

## KNOWLEDGE, SKILLS, AND ABILITIES

Applicants should possess:

- Bachelor's or master's degree in historic preservation, architectural history, or a related field.
- Knowledge of and/or training in historic preservation theory and preservation treatments, including familiarity with the Secretary of Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitation, Restoring, and Reconstructing Historic Buildings.
- A basic understanding of the history of American architecture and construction.
- Ability to conduct thorough, detail-oriented research on historic properties, utilizing primary source materials such as deeds, tax records, wills, probate inventories, maps, historic images, and similar records and repositories.
- Ability to be a team player and work collaboratively with other departments, including Facilities, Curatorial, and Development and Communications.
- Ability to work on multiple projects and adapt quickly to changing priorities within the Department.
- Proficiency in Microsoft Office required. Experience with AutoCAD, SketchUp, Matterport, or other drafting or documentation software a plus.
- While not a requirement of the position, candidates with any hands-on work experience in a preservation trade or in building conservation are certainly encouraged to apply.

## PHYSICAL REQUIREMENTS

- Sitting, standing, and walking for prolonged periods of time indoors and outdoors.
- Ability to go up and down stairs with ease and to occasionally climb ladders.
- Occasionally bend, squat, and reach in tight spaces such as cellars and attics.
- Consistent with its obligations under the law, the Museum will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of their job.

## WORKING CONDITIONS

- Work for this position is performed in an interior/office environment and at a variety of historic buildings. It requires occasional work outside, sometimes in inclement weather, and in spaces such as attics, basements, and barns. This position is occasionally exposed to dust, mold, and / or other organic material or other irritants. Appropriate personal protective equipment provided.
- Requires regular travel around Historic Deerfield's campus to visit historic buildings and attend meetings in various departments, as well as occasional travel to off-campus locations and events.
- This position may be eligible for a limited telework arrangement in compliance with the organization's Telework Policy.
- Weekend and evening work may sometimes be required.

## SALARY

- This contractual, 12-month appointment has a salary range of \$45,000-\$50,000.

## ABOUT HISTORIC DEERFIELD

Historic Deerfield, Inc. is a not-for-profit museum of American history and art in western Massachusetts. The successful candidate will join a talented staff with deep expertise and a shared commitment to interpreting the history and culture of early New England and the Connecticut River Valley. Historic Deerfield is an affiliated member of Five Colleges, Inc., and is a part of the Museums 10 network.

Historic Deerfield is committed to a policy of Equal Opportunity Employment and nondiscrimination against any individual on the basis of race, color, religion, sex, sexual orientation, transgender status, marital status, national origin, ancestry, genetic information, age, disability, veteran status, or any other classification protected under state or federal law.

To apply: please submit a cover letter, resume or CV, and the contact information for three professional references to Betsy McKee, Assistant to the President, at [jobs@historic-deerfield.org](mailto:jobs@historic-deerfield.org). Review of applications will begin on May 1, 2026, and continue until the position is filled.