



Preservation Technician I

Part-Time, Non-Exempt

Position Description

The Preservation Technician I (PTI) works closely with the Director of Historic Preservation to support projects related to the preservation and restoration of the historic buildings, sites, and structures on the 87.5-acre estate known as the Edsel & Eleanor Ford House. Historical background research plays a significant role in undertaking preservation projects and the PTI may be asked to perform such research. Hands-on conservation/preservation tasks related to the care of historic building fabric will be implemented by PTI as time and skillsets permit. The Preservation Technician I reports directly to the Director of Historic Preservation. Work schedule is 28-30 hours per week, M-F. Typical hours are between 8-5pm though there may be an occasional need for early meetings. The hourly rate is \$15/hour. Applicant should have a knowledge of and/or interest in historic architecture, historic preservation, and/or materials conservation.

Responsibilities and skills

- Assist Director with preservation/restoration projects in the historic core. Tasks assigned will be based upon skills sets, experience, and ability to execute tasks.
- Employ safe practices when participating in onsite projects that conform to OSHA and MIOSHA standards.
- Be flexible and ready to switch from one task to another abruptly.
- Capable of keeping documentation, notes, and research organized for short-term and long-term file storage.

Uniform Requirements:

This position does not require a uniform, though when attending some events and meetings, all staff must have professional appearance. A uniform shirt will be provided.

Physical Requirements

- Be on their feet and sit for 2-4 consecutive hours
- Speak clearly and be able to project voice with various interfering background noises
- Go up and down stairs and scaffolding and walk long distances
- Comfortable working at heights greater than 10'
- Manage emergencies according to FH protocols
- Bend and/or stoop, climb, and lift up to 50 lbs.

Key Characteristics/Traits

- Basic problem-solving abilities
- Positive and outgoing personality
- Well-organized
- Responsible, reliable, and able to use good judgment
- Growth mindset, interest in new technologies and methods
- Ability to work independently

Basic Qualifications/Education

- High level of respect for historic buildings, sites, and structures
- Familiarity with the Secretary of the Interior Standards for the Treatment of Historic Properties
- Strong written and oral communication skills
- Proficient MS Office Skills
- High school diploma or equivalent education/experience

Preferred Qualifications/Education

- Previous experience or education related to the building trades, built environment, or historic preservation
- Basic knowledge of handheld tools
- Basic photography skills

Other Job Requirements

- Successful completion of background and credit check
- Complete safety training as required/provided by employer (i.e., CPR/First Aid, OSHA Safety Training, Etc.)

Email resume, salary requirements, and application to jobsearch@fordhouse.org. Indicate in subject line "Preservation Tech I." Please, no phone calls.

Ford House is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant on the basis of age, sex, sexual orientation, race, color, creed, religion, ethnicity, national origin, alienage or citizenship, disability, marital status, veteran or military status, genetic information, or any other legally-recognized protected basis under federal, state or local laws, regulations or ordinances. Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and/or certain state or local laws.