



NEWPORT RESTORATION FOUNDATION
Founded by Doris Duke

Job Description

Title: Preservation Coordinator

Classification: Full-time (Exempt)

Reports to: Director of Preservation

Job Summary: The Preservation Coordinator is a member of the Preservation Department and works closely with the Director of Preservation to advance NRF's historic preservation mission and goals through property care, education, and advocacy. S/he is a key member of the NRF staff that plans and coordinates the stewardship (preservation, restoration and rehabilitation) of nearly 80 NRF-owned properties, and coordinates and supports educational programming, advocacy and other activities around topics in historic preservation, cultural heritage and climate change/sea level rise and resiliency.

Specific Responsibilities:

Property Care:

- Track and assist in planning the physical preservation and maintenance of the organization's properties (historic and non-historic) by supporting the development, coordination, implementation, monitoring and reporting on annual as well as capital work plans, schedules and construction specifications, as assigned, including soliciting estimates/quotes/bids for the organization's preservation work to ensure the best quality and price.
- Research and keep up-to-date on preservation standards and practices, technology and techniques. Assist in ensuring that the organization is in compliance with historic preservation standards, principles and policies, as well as federal, state and local laws and legislation affecting historic properties, such as Americans with Disabilities Act, life safety, fire and health codes, and other codes that guide the inspection and treatment of hazardous materials, such as lead paint and asbestos.

Outreach/Advocacy/Programming:

- Help advance NRF's preservation practice, in conjunction with other NRF staff, by developing, coordinating, presenting, implementing and

participating in initiatives, programming and other activities that build an informed audience for historic preservation, historic buildings and sites, and other cultural heritage resources.

- Assist in developing, cultivating and managing efforts that will expand the influence, outreach and efficacy of NRF's preservation and sustainability work, and will increase community engagement and build advocacy around historic places by increasing the knowledge and awareness.
- Support existing, and help establish new, working relationships with Newport organizations and institutions and their staffs, city officials, NRF's tenants, outside contractors and others who come in contact with NRF.
- Coordinate with neighborhood groups, city officials, and/or others in order to track the community's preservation and conservation concerns and to ensure that NRF is fully engaged with local preservation, planning, and applicable quality of life, development and sustainability issues, as assigned.
- Represent NRF before review and permitting boards and other public bodies, including but not limited to the Newport Historic District Commission, Zoning Board, and Municipal Court, as assigned.
- Assist in developing and supporting preservation-focused internships and volunteer activities.
- Assist in developing electronic and print material about preservation-related issues, including program, project or advocacy updates.
- Answer preservation inquiries, as assigned.

Real Estate/Legal:

- Review public and/or abutter notices regarding proposed projects, including monitoring Newport's Historic District Commission applications, for potential impact on NRF's real estate assets.
- Obtain any necessary permits for NRF preservation projects, including but not limited to historic district, building, zoning or obstruction, as required and in a timely fashion.
- Assemble background material, including deeds, probate and other public records, for various purposes related to NRF properties as well as prospective real estate purchases or gifts.

Development/Fundraising:

- Participate in identifying, drafting, submitting, and fulfilling grants for preservation-related initiatives, projects and programming.
- Coordinate the annual Doris Duke Preservation Awards nomination and award process and jury.

Qualifications:

- Master's degree in historic preservation, architectural history, or a closely-related allied field.

- Three to five years of professional experience in the areas of cultural resources/architectural survey, historical/architectural research, writing/editing, architectural documentation (drawing, photographic, etc) and public programming.
- General knowledge of local, state, and federal preservation policy and regulation preferred.
- Excellent written and verbal communication skills.
- Working knowledge of the Microsoft Office Suite, including Word, Excel and Access and Adobe programs, including Acrobat, Bridge and Photoshop.
- Ability to work collaboratively as well as independently, multi-task, establish priorities, and meet deadlines.
- Experience with social media platforms, including Twitter, Facebook and Instragram.
- Successful applicants will be creative and able to maintain discretion.
- Ability to exercise good judgment with a strong attention to detail.
- Ability to work independently and in team settings.
- Strong interpersonal skills with internal and external contacts.
- Personal qualities of integrity, credibility and dedication.
- Must possess a valid driver's license.

I have read and understand this job description:

Employee Signature _____ Date _____