

JOB ANNOUNCEMENT

JOB TITLE:	#1162 National Register Architectural Historian
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center
SALARY:	\$4,055.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position
CLASSIFICATION:	14L Professional
HIRING MANAGER:	Director, Historic Preservation, Field Services & Grants
POSTING DATE:	October 30, 2014
DEADLINE DATE:	Application materials received by November 26, 2014 will be considered first. Position will remain open until filled.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a National Register Architectural Historian to provide expertise, direction, coordination, and review for all aspects of the programs of the State Historic Preservation Office relating to history, including survey, the evaluation of historic properties and their nomination to the National Register of Historic Places, comprehensive planning, review of federal and other undertakings, which may affect properties listed in or eligible to be listed in the National Register, review of properties eligible for state and federal tax credits, and public education.

RESPONSIBILITIES: 1) initiate and direct the process of nominating properties to and removing properties from the National Register of Historic Places; 2) participate in the review of grant projects for the evaluation and registration of properties with historical and architectural significance; 3) oversee and coordinate Part 1 Applications for the Federal Tax Certification Process; 4) participate with the survey program to identify and evaluate properties of historical and architectural significance; 5) provide expertise and advises the SHPO Manager of Government Programs & Compliance in the review of projects that may affect properties eligible for or listed in the National Register; 6) participate in the development and implementation of the statewide comprehensive preservation planning process; and 7) participate in public education.

MINIMUM QUALIFICATIONS:

- Bachelor's degree plus six years program experience or equivalent OR an advanced degree plus five years program experience or equivalent.
- Must meet the Secretary of the Interior's Professional Qualifications Standards for Architectural History: A graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:
 - At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
 - Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.
- Basic knowledge of Minnesota history and basic knowledge of American architectural styles.
- Familiarity and experience with cultural resource survey work, the Secretary of the Interior's Standards for Archeology and Historic Preservation, the National Register Program, the applicable Code of Federal Regulations, and applicable Minnesota Statutes and state enabling legislation.
- Demonstrated ability to effectively represent an agency program and to maintain positive, strong long-term working relationships with a wide variety of clientele.
- Demonstrated ability to communicate effectively orally and in writing and to speak effectively to small and large groups.
- Demonstrated ability to be attentive to detail and follow exacting program procedures.
- Valid driver's license and a willingness to travel and work on evenings and occasionally on weekends.
- Working knowledge of photography (digital and 35mm) and its use in recording buildings and structures.

DESIRABLE QUALIFICATIONS:

- Five to seven years recent experience in working with federal Historic Preservation Fund programs, particularly the Secretary of the Interior’s Standards for Archeology and Historic Preservation, the National Register Program, and the applicable Code of Federal Regulations.
- An advanced degree in architectural history.
- Highly developed interpersonal skills to negotiate, mediate and collaborate with a wide variety of people with a diverse range of knowledge and skills and diverse backgrounds, education and interests.
- Extensive knowledge of the state and federal laws and regulations relating to historic preservation and the larger environmental review process within which these laws function.
- Experience in completing a nomination successfully listed in the National Register within the past three years.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position.

Applicants who are offered employment will be subject to passing a background check as a condition of employment.

Applications will be acknowledged

- No phone calls please -

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