



Adirondack Architectural Heritage Program Director

Job Description

Background

Adirondack Architectural Heritage (AARCH) is the regional, nonprofit, historic preservation organization for the Adirondack Park, with a mission to further better public understanding, appreciation and stewardship of the Adirondacks' architectural heritage, communities, and historic sites through education, advocacy, technical assistance, and direct action.

AARCH seeks a creative, collaborative, and highly organized individual to serve as our Program Director. This person will provide leadership and delivery in all areas of AARCH's innovative and ambitious public education program, which is central to the organization's work and mission. Reporting directly to the Executive Director, the Program Director will be an integral member of a four person staff.

Duties and Responsibilities

Working often in conjunction with other AARCH staff and appropriate AARCH board committee members, the Program Director will:

- Develop, organize, and execute AARCH's annual tour program that typically includes thirty-five day-long outings to a wide variety of historic places and communities throughout the region. These events are typically held between June 1 and October 15.
- Develop, organize, and execute periodic workshops and conferences.
- Develop and organize AARCH's public lecture program series, including participating as a presenter.
- Work to design and carry out other periodic special events, including benefit events and an annual meeting.
- Develop and execute arts-in-education programs in several regional public schools.
- Develop other educational programs, especially those that help AARCH to reach new audiences.
- Provide content for AARCH's web site, biannual *Newsletter*, and AARCH's social media vehicles.
- Administer AARCH's annual historic preservation awards program.
- Provide occasional technical assistance to individuals, organizations, municipalities, and businesses to further historic preservation projects.
- Undertake occasional fee for service work (National Register nominations).
- Assist the Executive Director with other projects, as needed.

Experience and Training

Applicants should have:

- A degree in historic preservation or a closely related field; graduate degree preferred.
- Two years experience in the historic preservation field; program experience is preferred.
- A demonstrated ability to plan and execute complex programs with great attention to detail. During the summer months, when program activity is highest, the ability to manage multiple events is critical.
- Excellent writing, research, communication, and social media skills.
- Knowledge of Adirondack history and architecture is desirable.

Applicants with some other dynamic combination of education, training, experience, and personal qualities will also be considered on an individual basis.

Applicants should also be aware that during the very busy summer months extensive travel and occasional overtime is required.

Compensation

The salary range for this position is \$34,000 to \$38,000, commensurate with education and experience. The benefits package includes health insurance, a 403(b) retirement plan, and generous vacation, holiday, and sick leave allowances. AARCH is an equal opportunity employer and welcomes candidates from diverse backgrounds.

About the Organization

AARCH's regular activities include: sponsoring a series of summer and fall tours to historic places throughout the region; holding workshops and conferences; giving educational slide presentations; publishing a biannual *Newsletter*; and providing technical assistance to homeowners, municipalities, businesses and other organizations. AARCH seeks to find solutions for endangered historic and architectural resources and, for example, was largely responsible for getting the state to change its twenty- year policy of neglect toward Camp Santanoni, a National Historic Landmark, in the Town of Newcomb. Since then AARCH has overseen planning work, ongoing restoration, and a summer interpretive program there through the *Friends of Camp Santanoni*. AARCH has also sought to ensure a future for Adirondack fire towers by nominating them to the National Register of Historic Places and currently by sponsoring and supporting two fire tower preservation projects, the *Friends of Poke-O-Moonshine* and the *Friends of Hurricane Mountain*.

AARCH also has a small publishing program, which seeks to publish books and other materials related to the region's architectural history and legacy. In 2000, AARCH published *Santanoni: From Japanese Temple to Life at an Adirondack Great Camp* by Rob Engel, Paul Malo and Howie Kirschenbaum. In 2006, AARCH published *Adirondack Churches: A History of Design and Building* by Sally E. Svenson. In 2017, AARCH will publish *A Guide to the Architecture of the Adirondacks* by Richard Longstreth.

AARCH also maintains a growing resource center at its office in Keeseville. The collection includes books, other publications, clippings, correspondence and other printed material, photographs, and a collection of more than 5000 slides. The focus of the collection is materials that relate to the region's architectural heritage, to the study of architectural history, in general, to historic preservation, and on resources on local and regional history. These materials are used by AARCH staff for research, for planning public educational events, for publications, and for providing information to members and others researchers.

AARCH's 25 years of work and accomplishment was recognized in 2015 when the National Trust for Historic Preservation awarded AARCH the prestigious *Trustee's Award for Organizational Excellence*.

AARCH is a 501 (c) 3 nonprofit corporation and a registered New York State charitable institution. For more information, see our website www.aarch.org

To Apply

Please send a letter of interest, resume, and appropriate work/writing samples to the address below. Application deadline is **Monday, October 17, 2016**.

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