



Historic Sites

of the Lakeshore Museum Center

TITLE: Historic Preservation Manager

DEPARTMENT: Historic Sites

REPORTS TO: Historic Sites Director

STATUS: Full time/Exempt

SUPERVISES: Historic Sites Maintenance Staff

SALARY RANGE: \$17.10/hr.

BENEFITS: 401(k) matching, Dental and Vision insurance, Health insurance, Life insurance, paid time off.

POSITION SUMMARY: Provides leadership and management for the historic preservation program at the Lakeshore Museum Center's Historic Sites including the Hackley and Hume Historic Site, Fire Barn Museum, and the Scolnik House of the Depression Era. The Historic Preservation Manager will work closely with the Historic Sites Director and team along with the Museum's Maintenance team. The position holder will conduct research, hiring contractors, and collect documentation on all projects for the interiors and exteriors of the historic structure. Provides supervision and quality control for site maintenance, preservation, and third-party contractors.

The holder of this position will have a team approach and work well with staff, volunteers, and the public.

Responsibilities:

- Research, schedule, and complete projects for the Historic Sites in coordination with the Historic Sites Director and in accordance with museum best practice the LMC policy.
 - Coordinates project priorities
 - Develops RFP's as needed
 - Secures proposals and bids
 - Serves as project lead
 - Develops schedules with staff and outside contractors
 - Documents work
 - Offers daily oversight
- Assist with budget development and oversight; provide receipts and purchase orders to the Site Director.
- Develop annual prioritized project list to maximize limited funding, ensure the visitor experience and safety, and increase the interpretive value of the structures.
- Develop a long-term preventative maintenance program.
- Supervise Maintenance Assistant, maintenance volunteers, and third-party contractors.
 - Ensure buildings are cleaned and ready for each day.
 - Cleaning designated areas of historic structures.
 - Involved in the annual deep cleaning of the historic structures.
- Complete bi-annual interior & exterior building inspections.
- Manage contractors as needed for specialized maintenance projects.
- Assist with department projects, special projects, and other duties as assigned.
- Develop a long-term preventative maintenance program.

SKILLS & REQUIREMENTS:

- Well written/oral communication.
- Outstanding organizational, multi-tasking, and problem-solving qualities.
- Ability to work flexible hours, including evening, weekends, and some holidays.



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- Proficiency in Microsoft Office Suites.
- Successfully completion of a background check.

KEY CHARACTERISTICS/TRAITS:

- Strong leadership capabilities.
- Positive and outgoing personality.
- Responsible, reliable, and able to use good judgment.
- Friendly, courteous, empathetic, and engaging presence with all visitors, staff, and volunteers.

QUALIFICATIONS/EDUCATION:

- A technical school, a professional college, degree in a relevant field are minimum requirements, a master's is desirable.
- Able to demonstrate historic preservation knowledge and applied skills.
- Knowledge of early 20th century architecture, and construction.
- Working knowledge of state and federal regulations regarding historic preservation, historic preservation procedures, and methodology, National Preservation Act, and the Secretary of Interior's Standards and Guidelines.
- Creative, strategic thinker with proven project management skills.
- A dedication to attention to detail.
- Ability to communicate information clearly and concisely, both orally and written.
- Ability to conduct solid research and analyze/apply findings.
- Establish priorities to allocate limited resources.
- Demonstrate ability to work effectively and collaboratively with other staff, volunteers, and third-party contractors.

TO APPLY: Send a cover letter and resume to Cheryl@lakeshoremuseum.org, subject Historic Preservation Manager, or mail to Cheryl Graves at Lakeshore Museum Center, 430 W. Clay Avenue, Muskegon, MI 49440. The LMC is an equal opportunity employer. For more information, see www.lakeshoremuseum.org.