

EHT Traceries, Inc. seeks an experienced Historic Preservation Specialist.

A qualified applicant understands the National Historic Preservation Act (NHPA), is a proficient researcher, is able to develop complex historic contexts, and is well-versed in and experienced with the Secretary of Interior Standards and National Register Criteria.

A qualified applicant should also be an organized, hard-working, independent self-motivated individual who enjoys collaborating with others, and can successfully work on multiple tasks and projects.

Previous experience with the following is a plus:

- Writing architectural descriptions
- Researching and evaluating historic resources
- Preparing National Register of Historic Places nominations
- Applying Secretary of Interior Standards for Rehabilitation
- Conducting material and condition assessments
- Communicating with local and State Historic Preservation Offices
- Presenting findings to clients and the public

Responsibilities:

- Complete historic architectural resource surveys at the reconnaissance and intensive levels, including writing architectural descriptions, background research, context development, field documentation, report writing.
- Conduct archival research at local repositories including libraries, archives, museums, and land record offices.
- Develop historic contexts and other deliverables documenting historic structures and sites.
- Evaluate historic architectural resources using National Register of Historic Places (NHRP) criteria.
- Lead or contribute to preparation of documents, including National Register nominations, determination of eligibility, HABS/HAER/HALS documentation, landmark context studies, conditions assessments, and historic structure reports.
- Presenting findings to clients, the public, government staff, review agencies, and commissions, and SHPOs

#### **Job Qualifications:**

- Possess a Master's degree in preservation, architectural history, history, architecture, or related field;
- Meet the Secretary of the Interior's Professional Qualifications for one of the above fields;
- Have at least two-to-four years of relevant experience;
- Demonstrate experience with Adobe Creative Suite specifically In Design;
- Demonstrate experience with GIS.

Please email resume, writing sample, and list of three references to Kate Hurwitz at [kate.hurwitz@traceries.com](mailto:kate.hurwitz@traceries.com)

Excellent benefits include paid health insurance, personal leave, sick leave, and holiday plan, 401(k) with employer match after one-year, relevant training program, and friendly, Metro-accessible, non-smoking work environment. EHT Traceries is an Equal Opportunity Employer.