

**Historic Denver, Inc.**  
**Preservation Programs Assistant**

Historic Denver is seeking a Preservation Program Assistant to provide support on several specific grant projects on an hourly basis up to 30 – 35 hours per week for the life of the projects, anticipated to be through spring 2011. The Preservation Program Assistant will report directly to the Director of Preservation Advocacy as well as provide support to the Executive Director and Director of Preservation Programs. The primary job responsibilities include:

**Coordinating Educational Workshops & Conducting Related Outreach**

These workshops, funded by two grants, are intended to provide homeowners with resources to be good stewards of historic properties. The Preservation Program Assistant will be responsible for assisting with content development, contacting and securing speakers, coordinating logistics and outreach to target areas, as well as follow-up with those who attend workshops. Attendance at the workshops is also required.

**Developing & Updating On-Line Resources**

The Preservation Program Assistant will regularly update Historic Denver's website with fresh content for homeowners. This will involve building sections of the website and providing the Director of Communications with information about the updates for marketing purposes.

**Pattern & Design Books**

The Program Assistant will also provide support on the creation of pattern books for pilot communities located in Arvada, Colorado. This will involve architectural and historical research, existing conditions documentation, including plans and elevations, as well as review of design options and coordination of project partners.

**Desired Qualifications:**

- Masters or bachelors degree in historic preservation, architecture, urban planning or related field
- Familiarity with design programs and tools, such as SketchUp, AutoCAD or InDesign
- Experience in event planning or coordination
- Strong communication and writing skills
- Strong organizational skills and ability to manage multiple projects concurrently
- Public speaking and/or presentation experience

The position also requires strength sufficient to exert force up to 50 pounds occasionally, and/or up to 25 pounds frequently, and/or up to 10 pounds constantly to lift, carry, push, pull or otherwise move objects. Transportation to and from workplace and workshop locations is also the responsibility of the employee.

All staff members may be assigned other duties as needed and are required to work evening and weekend events and workshops as needed. For more information or to apply please contact Alice Gilbertson at [agilbertson@historicdenver.org](mailto:agilbertson@historicdenver.org).