



Preservation Manager

Part Time, 20 hours/week

\$25/hour

The Portsmouth Historical Society seeks an expert in the built environment and a passionate community advocate to serve as our Preservation Manager. This is a unique opportunity for a preservation professional to steward historic properties while leading advocacy efforts that shape the future of Portsmouth's historic landscape. The successful candidate will balance hands-on property stewardship with public programming, grant writing, and community education.

The ideal candidate possesses deep technical knowledge of historic building materials and methods, a firm understanding of local preservation ordinances, and the communication skills to lead Portsmouth Advocates, our preservation advocacy arm. This role offers significant autonomy to manage historic projects, oversee our popular Portsmouth Plaque Program, and serve as the Society's primary voice on local preservation issues.

Key Responsibilities

Historic Property Stewardship

- Oversee all preservation and maintenance projects at the Society's historic properties, including the 1758 John Paul Jones House and our primary building at 10 Middle Street.
- Source, vet, and schedule specialized contractors for restoration and repair work.
- Prepare and review scopes of work, specifications, and submittals from contractors to ensure work meets the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Develop long-term cyclical maintenance plans and oversee current preservation projects.

Advocacy & Community Education

- Manage Portsmouth Advocates, the advocacy arm of the Society, and serve as the staff liaison for its committee.
- Monitor all Historic District Commission (HDC) meetings and stay current on local, state, and national issues affecting historic preservation.
- Draft and deliver statements on proposed demolitions, alterations, or developments within the historic district.
- Act as a resource for local residents, providing education and guidance on preservation best practices and navigating the HDC process.

Preservation Programming & Grants

- Research, write, and manage preservation-specific grants (e.g., LCHIP, Mooseplate, and private foundations).
- Create and execute public programs focused on preservation, including workshops, lectures, and tours.
- Collaborate with the team to integrate preservation themes into broader exhibitions and events.
- Direct the Portsmouth Plaque Program, and its group of dedicated volunteers, which recognizes and documents the city's historic built environment.

Qualifications & Technical Skills

Bachelor's degree in Historic Preservation, Architectural History, Architecture, or a related field (Master's degree preferred). Strong understanding of, and some experience with, building pathology, historic construction techniques, and materials science (masonry, timber framing, historic paint, etc.). Proficiency in interpreting the Secretary of the Interior's Standards and experience working with local Historic District Commissions or similar regulatory bodies. Exceptional writing and public speaking skills for drafting statements, grant applications, and delivering public programming. Experience managing contractors and leading volunteer teams. A self-starter who can work independently and navigate community conversations with diplomacy and expertise.

Benefits & Work Environment

- **Benefits:** Paid vacation, sick, and personal time in addition to paid family medical leave.
- **Flexibility:** Flexible scheduling with opportunities for some remote work, though regular on-site presence and attendance at evening HDC meetings are required.
- **Culture:** A supportive, mission-driven team dedicated to telling the full story of Portsmouth.
- **Engagement:** Deep involvement in the Portsmouth community and the opportunity to make a tangible impact on the city's architectural legacy.

To Apply

Please submit a resume and cover letter to **director@portsmouthhistory.org**. No phone calls, please.

About Portsmouth Historical Society

Founded in 1917, the Portsmouth Historical Society opened the John Paul Jones House as a museum in 1920. For more than a century, the organization has gathered a diverse collection that fulfills its mission to illustrate and understand the history and material life, broadly conceived, of Portsmouth and the immediate Seacoast area from the seventeenth century to the present. Today, the Portsmouth Historical Society operates two properties, its main building located at 10 Middle Street, and the John Paul Jones House, located just across the street. In addition to enjoying the museum, visitors can join us on a walking tour, browse our gift shop, or take part in one of our many public programs.