



Job Opportunity

Restoration and Conservation Project Manager

The Restoration/Conservation Project Manager (RCPM) is a key member of the professional team contributing his/her expertise across numerous disciplines and in various ways to advance the restoration and conservation efforts underway and anticipated at Fair Lane. The RCPM will work collaboratively and in close cooperation with all individuals and departments at Fair Lane as well as with artisans, consultants, contractors and others to ensure the highest standards of quality and best practices are consistently achieved in all aspects of the projects.

Responsibilities & Accountabilities include but not limited to:

- Performs preservation, conservation, maintenance, repair/restoration tasks including ensuring their full documentation
- Performs conservation and preservation examinations and treatments. Repairs and cleans collections objects and/or architectural elements to restore to natural appearance
- Conducts wide variety of conservation functions, such as research pertaining to conservation/ restoration treatment, preparation of conservation condition reports (for planning purposes or objects in storage)
- Oversee/advises/approves the work of Fair Lane contractors
- Oversee the work of select staff and volunteers
- Replicates and creates new objects or object elements as needed in the treatment process
- Prepares, conducts and delivers, when appropriate, presentations, tours and other experiences for selected visitors and audiences
- Assists in the identification of appropriate funding sources, including grants and sponsorships, and the development and submission of funding request
- Participates and assist in special Fair Lane programs, projects and activities as needed
- Represents and promotes Fair Lane's mission, vision and values to the community

Requirements:

- Undergraduate degree required, master's degree strongly preferred in Historic Preservation or related field
- A minimum of five years of demonstrated historic preservation experience
- Knowledge of early 20th century architecture, construction, and/or landscape
- Broad, deep and practical knowledge in all aspects of conservation and preservation including historic finishes, decorative painting, leatherworking, wood treatment, surface conservation, paint study and analysis and other related disciplines
- Expertise/ proficiency in digital photography, graphic design, Microsoft office, social media, project management methodologies and software
- Proficiency in public speaking, public presentation methods and technology
- Ability to effectively and professionally interface with a Board of Directors, comprised of members of the Ford Family and other business and community leaders
- Strong database, computer and internet skills, including all MS Office suite required
- Must enjoy working as a contributing member of a small high energy creative and artistic team, whenever need
- Must be comfortable working in an always changing sometimes ambiguous environment
- Must embrace a diverse and inclusive work environment where individual contribution is expected, encouraged and valued
- Must appreciate, value and be comfortable working in a National Historic Landmark under restoration and one that lacks some accommodations and conveniences typically found in an office setting

How to Apply

Email resume, salary requirements, and application (available at <http://www.henryfordfairlane.org/contact>) to jobsearch@fordhouse.org. Indicate in subject line "Restoration Manager". Please, no phone calls.

Fair Lane is committed to creating a diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.