



Job Posting: Research and Preservation Associate

Village Preservation (formerly the Greenwich Village Society for Historic Preservation) seeks a highly-organized, detail-oriented, self-starter to assist with and help conduct diverse research, writing, and education projects. Village Preservation was founded in 1980 to preserve and celebrate the architectural and cultural heritage of Greenwich Village, the East Village, and NoHo. A growing organization with an annual budget of \$1.5 mil. and staff of 9, the position will work with multiple staff members and board member-led committees.

Responsibilities:

- Researching, compiling, and writing building histories
- Researching and writing about historically and culturally significant figures connected to our area
- Managing and helping to manage various online public engagement tools, including interactive maps and virtual tours
- Writing about the history, culture, and architecture of our neighborhoods for our blog
- Testifying at public hearings
- Attending and collecting information from public and community meetings
- Helping to organize, research, and make accessible our historic image archive
- Helping to organize, research, and make accessible other archival materials
- Research and outreach to secure scholarly and other support for preservation efforts
- Assist with design and execution of programs related to areas of research performed
- General research to support other ongoing advocacy, education, and programming work of the organization

Applicant should have at least a BA, strong research and writing skills, comfort and experience with public speaking, and a knowledge of and interest in the history and architecture of New York City and especially Greenwich Village, the East Village, and NoHo, as well as historic preservation.

Knowledge of Microsoft Office Suite, Adobe Photoshop, Wordpress or other web design programs, experience with digital video and video editing, database applications, and document layout programs, familiarity with GIS, and social media proficiency are especially helpful. Strong organizational skills and a proven track record of managing and completing projects in a fast-paced work environment are a must. Ability to juggle multiple tasks and maintain flexibility is key. 40+ hrs./week, with occasional weekend and evening work.

Compensation package for permanent position includes full medical benefits, vacation, etc. Salary low-to-mid \$40Ks. **Send resume, cover letter, and work samples to info@gvshp.org.**