



Heart Mountain Wyoming Foundation

HISTORIC SITE SPECIALIST

The Heart Mountain Wyoming Foundation (HMWF) is currently seeking candidates for the position of Historic Site Specialist. This position is responsible for the maintenance and repair of the historic structures, facilities, and grounds that make up the Heart Mountain site. The Historic Site Specialist serves as manager for restoration and rehabilitation projects related to the site's historic structures and works with museum staff on the installation of exhibits. This is a full-time position and reports to the Executive Director. This position may supervise interns and volunteers. Salary for this position will be between \$32,000 and \$38,000, commensurate with experience and other qualifications.

Strongly Preferred Qualifications:

- High school diploma or GED
- Basic skill or greater in areas of facilities repair and maintenance, including: carpentry, plumbing, painting, groundskeeping, etc.
- Experience with historic preservation or restoration projects, especially in a project management role

Desirable Qualifications:

- Experience in artifact handling or museum preparator work
- Familiarity with National Park Service standards and guidelines for preservation and Section 106 requirements
- Project management experience
- Degree in historic preservation or a related field
- Knowledge of WWII and Japanese American history
- Solid communication and community relations skills

The Historic Site Specialist is responsible for the below duties:

Facilities and Site Construction:

- Serve as manager for all construction projects at the Heart Mountain site, including the restoration and rehabilitation of original Heart Mountain structures. Develop project specifications, solicit bids and award contracts, and oversee contractors. Work closely with local and regional contractors and architectural firms to plan and carry out projects.
- Perform established monthly facilities checks, including monthly testing of fire, water, and emergency systems. Coordinate with local vendors and service providers to schedule regular professional servicing of equipment and systems.

- Monitor, repair, and maintain all equipment and facilities as needed. Contract with local vendors for repairs when required.
- Award and manage facilities rental contracts, including rental of the Ford Foundation Theater and lease of farmland around the museum.
- Lead staff and volunteer crews in appropriate construction and site maintenance projects.
- Serve as the liaison to external stakeholders on site development and maintenance issues, working closely with: Bureau of Reclamation, National Park Service, Park County government, Wyoming State Historic Preservation Office, local landowners, and others.

Museum Exhibits:

- Work with the Executive Director and Registrar to plan and design exhibits for the museum’s temporary gallery.
- Install and deinstall temporary exhibits, working closely with the Registrar. Prepare galleries and construct exhibit furniture, as needed. Assist in rotating artifacts in the permanent exhibits. Safely handle fine art and historical artifacts.

Volunteer Recruitment and Management:

- Foster relationships with new volunteers, and lead staff and volunteers in projects for maintenance and repair of facilities and new and existing projects.
- Perform outreach in the local community to identify and recruit new volunteers.
- Develop and maintain policies to protect volunteers and the HMWF.
- Coordinate appropriate training for volunteers using professional staff or contractor expertise for projects when needed.

Visitor Services:

- Interpret the site’s historic structures, including their origin, purpose, and history to stakeholders and visitors.
- Serve as front desk staff, assisting guests and providing background on the site and museum, up to 8 hours per week during the on-season. Assist with special events and programs as needed.

Professional Development:

- Represent the HMWF at professional conferences and meetings.
- Establish relationships beneficial to the HMWF with professionals from other institutions.

The Historic Site Specialist may also be responsible for other duties, as assigned.

To Apply:

- Submit a cover letter and resume to Dakota Russell, Interim Executive Director, at dakota@heartmountain.org.
- The application period closes October 31, 2018.

The Heart Mountain Wyoming Foundation is an “At Will” employer. Employment, compensation, and/or benefits can be terminated, with or without cause, and with or without notice, at the option of either the HMWF or the employee.