



Title: Preservation Manager

Reports to: Executive Director

Schedule: Hybrid (*Hartford office, Travel to sites; Hybrid schedule available after probationary period*)

Status: Full-Time (40 hrs/week), Exempt

Anticipated Salary: \$47,000-50,000/year

Application Deadline: July 17, 2026

Connecticut Landmarks (CTL), a non-profit that manages a state-wide network of twelve historic houses, seeks an experienced preservation professional with strong communication skills to manage the maintenance and restoration projects at all historic properties. The successful candidate will address historic site needs and property preservation requests promptly and within an established budget. The Preservation Manager also assists in the preparation of the annual restoration project budget, contributes specific information for state bond requests and grant applications, and has extensive interactions with government permitting contacts, construction contractors, and tradespeople, including but not limited to: Connecticut Department of Economic and Community Development (DECD); the National Park Service (NPS); and the State Historic Preservation Office (SHPO).

Essential Responsibilities:

Historic Building & Landscape Preservation

- Oversee and manage the maintenance of historic structures according to the highest professional standards and best practices of historic preservation and restoration maintenance, aligned with expectations of The Secretary of the Interior's Standards for the Treatment of Historic Properties. Ensure staff and contractors adhere consistently to these standards.
- Manage and/or delegate work requests in accordance with budget, plans, conditions, and organizational and professional standards. Manage grounds and landscape maintenance aspiring to the highest professional standards and best practices of cultural landscape stewardship. Manage utility infrastructure, including site irrigation, security systems, and geothermal infrastructure.
- Supervise the care and security of CTL's historic properties, and the seasonal opening and closing of its buildings in cooperation with site administrators and collections staff.
- Troubleshoot planning related to tours, events, and special property uses to ensure safe and rewarding experiences for visitors and secure appropriate use of the sites in concert with the Deputy Director, Site Administrators, and Collections Manager.

Communication & Public Interaction

- Interact with all visitors, constituents, and stakeholders in a professional, courteous manner.
- Set preservation priorities and strategy and contribute to defining organizational vision and strategic planning.
- Communicate effectively and professionally, both written and verbal, with all internal and external constituents, including staff, Trustees, contractors, volunteers, and visitors.
- In consultation with Site Administrators, Deputy Director, and the Executive Director, provide information for regular reports, presentations, public programs, academic articles, social media posts, and the website.
- Present preservation-related information to trustees and staff during Collections & Stewardship meetings.

Safety Management

- Ensure safe conditions for all historic structures and buildings.
- Manage electronic security systems, including serving as the primary point of contact and first responder to alarms and safety/security needs outside of business hours, and ensuring maintenance of code alerts, access, etc.
- Maintain door locks and key control to ensure facility security.
- Contribute to staff-wide disaster planning and readiness to ensure efficient response to any emergency at the site. Implement and facilitate processes and procedures in anticipation of any human caused or natural disaster.

Administrative

- Lead the development of restoration budget and make responsible decisions regarding spending where authorized. Track actual expenditures for state bond and Congressionally Directed Spending (CDS) projects, operations, or accounts and reconcile with budgeted amounts.
- Supervise part-time Preservation Assistant.
- Control and track inventory of supplies and equipment for site maintenance and preservation.
- Perform and document regular inspections of historic structures.
- Ensure maintenance of records, documentation, and schedules of cyclical and extraordinary maintenance related to systems, landscape, repair, construction, and painting.
- Contribute to budgeting and planning as part of the organization's management, gathering cost and project estimates for major capital expenses and operations of the buildings and grounds function.
- Support development of any grant or bond requests; administer grant or bond requests as needed by working with contractors, architects, and consultants.
- Attend Collections & Stewardship meetings as needed to bring issues to the attention of committee members. This includes producing reports and presenting documentation on the conditions of the buildings and grounds and the estimated costs of repairs.

Required Skills and Experience

- Minimum of four years of experience managing the condition of historic buildings and have a sound command of historic preservation standards.
- Strong project management skills.
- Ability to assess a historic building's special needs and safety concerns. Provide proper level of care, protection, and restoration associated with those needs using best practices in historic preservation.
- Complete or delegate small scale repairs related to preservation, maintenance, and security needs.
- Working knowledge of historic preservation standards at both federal and state levels.
- Experience working with SHPO and/or NPS.
- Familiarity with a wide variety of building technologies and systems (HVAC, electrical, etc.).
- Experience with budgets, cost analysis, and bid pricing.
- An understanding of architectural plans and specifications; as well as local, state, and federal compliance.
- Experience with writing RFPs, management of bid process, and administration of contracts.
- Familiar with Microsoft Office including Microsoft Word, Excel, and Outlook.
- A strong sense of humor, ability to work with people of diverse backgrounds and experiences.
- A valid driver's license, reliable transportation, and ability to drive to properties throughout the state.

Terms

Connecticut Landmarks is an equal opportunity employer that considers all candidates for employment regardless of race, color, sex, age, gender identification, national origin, creed, disability, marital status, sexual orientation or political affiliation. Nothing in this Job Description restricts Connecticut Landmark's right to assign or reassign duties and responsibilities to this position at any time. This position is at-will, which means that it can be terminated by the employee holding the position, or by Connecticut Landmarks, at any time, with or without notice or cause.

Physical Requirements

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is frequently required to: sit, walk, reach with hands and arms, continually required to talk, or hear, bend, lift, climb, squat, and kneel, frequently required to lift, and carry weight (up to 50 pounds), stand for an extended period, and specific vision abilities include close vision, distance vision, and ability to focus. The employee must be able to work in varying weather conditions, including inclement weather.

How to Apply

Applicants should submit a letter of interest, resume, and at least three references to Robert Brock, Executive Director at robert.brock@ctlandmarks.org with the subject line: "Preservation Manager." Applications will be accepted until July 15, 2026.

Position Announcement

Preservation Manager (\$47,000-50,000/year)

Connecticut Landmarks owns and operates twelve historic sites, spanning four centuries of Connecticut history. The Preservation Manager manages and conducts regular maintenance and restoration projects at all historic properties. They address Site Administrator needs and property preservation requests promptly and within an established budget. The primary focus of this role is to oversee contractors and consultants to manage the restoration of properties and grounds. This position must understand critical maintenance, repair, and restoration of historic buildings, landscapes, equipment, and fixtures. The Preservation Manager will also assist in the preparation of the annual restoration project budget, contribute specific information for state bond requests and grant applications, and have extensive interactions with government permitting contacts, construction contractors, and tradespeople.

Examples of position responsibilities include managing the maintenance and restoration of historic buildings and landscapes; managing infrastructure and security; managing contractors; managing bidding and contracting; developing budgets; supporting grant requests; and providing regular inspection records.

Preferred qualifications include at least three years of experience with historic building architecture, construction, historic preservation, and/or trades. A degree in construction management or historic preservation is preferred. Applicants must possess strong project management skills with experience in assessing historic structures' safety and needs. Experience with building technologies, budgets, bid pricing, bidding, architectural plan reading, permitting, and contracts. Must have familiarity, comfort with Microsoft Office (Word, Excel, PowerPoint, SharePoint), and possess a valid driver's license. Position will require up to 75% travel throughout the state in personal vehicle.

The position is full-time with full medical and retirement benefits, plus travel reimbursement and a flexible work environment. Salary is \$47,000-50,000/year.

Applicants should submit a letter of interest, resume, and at least three references to Robert Brock, Deputy Director at robert.brock@ctlandmarks.org with the subject line: "Preservation Manager." Applications will be accepted until July 17, 2026.