

Now Hiring: Discover Denver Survey Coordinator
Position Type: Full-Time
Submission Deadline: May 8, 2018



About Discover Denver:

Discover Denver is a building and neighborhood survey meant to identify historic and architecturally significant structures citywide. The survey gathers information about the city's built environment through field survey, public records, neighborhood canvassing, academic research, and tips from the public. Findings from the survey will be accessible online so that everyone can learn about Denver's past — building by building. Historic Denver, Inc. leads this collaborative project in partnership with the City and County of Denver.

Job Summary:

Under the supervision of the project director, the Survey Coordinator will oversee daily field survey-related activities for Discover Denver. These activities include training, scheduling and supervision of volunteer survey teams, administration of the Discover Denver survey software and database, and field evaluation of surveyed properties. The Survey Coordinator will assist the project director in other facets of Discover Denver, including project planning, public outreach and engagement, and project reporting.

Position Specific Duties and Responsibilities:

- Plan for, coordinate, and directly supervise multiple field survey shifts each week. Field survey crews are made up of trained community volunteers, and field survey shifts are scheduled both during the week and on one weekend day.
- Prepare survey software and handheld tablets for each survey shift.
- Quality check field survey data collected by survey crews to ensure accuracy, and edit as necessary.
- Evaluate surveyed properties for architectural integrity.
- Identify candidate properties for historical research.
- Serve as an ambassador and spokesperson for Discover Denver while in the field with survey crews.
- Regularly schedule and lead trainings for new field survey volunteers.

Other Duties:

- Assist with project planning.
- Assist with researching and writing survey reports.
- Occasional public speaking engagements.
- Assist with periodic outreach events and social media campaigns.
- Other duties as assigned.

Skills and Experience:

- Required skills and experience:
 - Must meet the Secretary of the Interior's Professional Qualifications Standards in History or Architectural History.
 - Graduate degree in historic preservation, history, public history or related field.
 - Knowledge of terminology related to architectural features and styles, and the ability to apply them in the field.
 - Strong interpersonal skills.
 - Strong research and writing skills.
 - Experience with Microsoft Word and Microsoft Excel, or similar.
- Desired skills and experience:
 - Two years work-related experience.
 - Experience with field survey planning and methodology.
 - Volunteer management experience.
 - Experience interfacing with the public.
 - Public speaking experience.
 - Experience with Microsoft Access, Microsoft PowerPoint, and GIS software.
 - Knowledge of Denver and/or Colorado history.

Historic Denver, Inc. is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, or any other status protected by state or local law. Prospective employees are subject to a background check.

To apply, please send a resume, references, and strong cover letter by e-mail to Beth Glandon, Director of Discover Denver at bglandon@historicdenver.org.