



Historic Denver, Inc.
Research & Evaluation Coordinator
Posting Date: 10/8/2021

Historic Denver, Inc. seeks a knowledgeable and enthusiastic Evaluation Coordinator to oversee historical research and evaluate historic and cultural resources for significance at the local, state, and national levels as part of the Discover Denver citywide survey project. The Coordinator will also assist the project director with project planning, public outreach and engagement, and project reporting. This is a part-time non-exempt position.

Organization & Project Background

Founded in 1970, Historic Denver has been a leader in the preservation movement for fifty years, with numerous notable achievements. The organization's mission is to empower people to actively experience and thoughtfully maintain our city's historic places today and long into the future. Historic Denver achieves its mission through a set of core programs centered in education, advocacy, and direct preservation.

Education programs include events, walking tours, forums, trainings and outreach. Chief among the organization's programs is the Molly Brown House Museum, the organization's first "save" and a carefully preserved 1889 home that provides interpretation and engagement related to women's history, social history, and preservation.

Discover Denver is a major Historic Denver program and is a building and neighborhood survey project 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.

Responsibilities and Essential Functions:

- Coordinate historical research performed by building research volunteers and interns.
- Quality check historical research performed by volunteers and interns, ensuring information is accurate and complete
- Directly perform historical research on properties when necessary
- Evaluate individual resources for potential eligibility at the local, state, and national levels using the appropriate Denver Landmark and national and state register criteria
- Write statements of significance and assessments of integrity
- Regularly schedule and lead trainings for new building research 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

Required Skills and Experience:

- Degree in historic preservation, history, public history or related field
- Knowledge of terminology related to architectural features and styles
- Awareness and commitment to increasing Diversity, Equity, Inclusion and Access in historic preservation practice and application of standards
- Strong research and writing skills
- Strong interpersonal skills
- Experience with Microsoft Word and Microsoft Excel, or similar
- Experience using primary and secondary resources available for Denver historical research, including non-traditional resources
- Meet the Secretary of the Interior's Professional Qualifications Standards in History or Architectural History

Desired Skills and Experience:

- Two years work-related experience
- Volunteer management experience
- Public speaking experience
- Experience with Microsoft Access and Microsoft PowerPoint
- Knowledge of Denver and/or Colorado history and Denver neighborhoods
- Experience working with diverse neighborhoods and under-represented communities

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. Employees are subject to a background check.

This is a part-time, non-exempt position. Compensation will be \$20-\$25 per hour up to 20 hours per week. A hybrid remote work/in-office schedule is an option, and some travel to research facilities will be required, along with occasional evenings or weekend meetings/events.

To apply, please send an application, resume, references, and cover letter to Beth Glandon, Director of Discover Denver, at bglandon@historicdenver.org. Position open until filled.

Office location:

1420 Ogden Street
Denver, CO 80218