

Position Title: Director of Preservation
Department: Preservation and Facilities
Reports to: VP of Preservation
Category: Exempt
Status: Full-time salary
Location: Taliesin, Spring Green, WI and/or Taliesin West, Scottsdale, AZ
Remote Compatible: No
OSHA Risk Classification for COVID-19 Exposure: Lower Risk (caution)
Last Reviewed: February 2021

Position Summary:

The Director of Preservation manages the property (building and land, inclusive of 500 acres at Taliesin West) for the Frank Lloyd Wright Foundation. Works with facilities staff to ensure the highest level possible of property management and care of the buildings and grounds, including utilities and systems. Works with Foundation staff to develop and manage a maintenance program and participate in the planning and implementation of preservation, restoration, and capital-improvement projects throughout the site as deemed necessary. Works with the VP of Preservation to adhere to maintenance and capital project scopes and assure timely project completion and stay within operating and capital budgets. Taliesin and Taliesin West are UNESCO World Heritage Sites and National Historic Landmarks. The Director of Preservation must be cognizant of the historical integrity of the buildings as well as building codes, standards, and methods and dedicated to the Foundation's mission.

Essential Functions:

- In consultation with the VP of Preservation, identifies restoration, rehabilitation, and capital-improvement projects and maintains project planning schedules.
- Plans and executes preservation and maintenance projects, including but not limited to development of requests for proposals (RFP's), bidding, contracts, obtaining approvals, staff and/or contractor scheduling, procurement of supplies, supervising work, and assuring work is completed within budget and to the highest standards, specifically the Secretary of the Interiors Standards for the Treatment of Historic Properties.
- Document existing conditions and develop appropriate drawings and specifications as needed for project execution including historical research; maintain records of all work planned and completed with assistance from the Preservation Manager/Coordinator.
- Prepares the annual Preservation Department budget and related Capital Improvement budget.
- Prepares quarterly preservation and facility reports outlining projects status and future department goals for Foundation Board of Trustees and Preservation Committee.
- Maintains positive relations with the local municipality and State Historic Preservation Officers and Archaeologists.
- Actively participates in professional organizations to promote the visibility and excellence of work done at the Frank Lloyd Wright Foundation including conducting special presentations and tours.
- Provides ongoing oversight of and planning for infrastructure and support systems, including HVAC, Electric, Plumbing, and Structural, for maximum efficiency and performance and to meet current building standards.
- Identifies, prioritizes, schedules, and oversees maintenance projects with assistance from the Facilities Manager/Coordinator.

- Oversees the custodial, preventative maintenance, and routine maintenance programs including detailed documentation of existing conditions, scheduling of on-going work and staffing, and procurement of supplies.
- Works with all Foundation departments to assure facilities are prepared for Foundation programming; works with staff to assure programming is within acceptable standards for the preservation of a National Historic Landmark and UNESCO World Heritage Site.
- Leads the Foundations Safety Committee and works with other departments to assure that there are necessary emergency procedures and emergency-reporting procedures in place in the event of any emergency facility events.
- Assure that OSHA compliance is in place at all times.
- Efficiently and effectively supervises Facilities staff, creates and maintains ongoing training for Facilities staff to optimize functionality, and evaluates staff annually and works with staff to create and meet annual goals.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university in architecture, preservation, engineering, or facilities management; five-plus years of facilities management experience including knowledge of construction standards, methods, materials, equipment, and tools for operations, usage, and safety implementation; or an equivalent combination of education and experience.
- Working knowledge of pricing and costing, finance, budgeting, and projections for purchasing and maintaining facilities and equipment.
- OSHA construction training/proven knowledge and experience.
- Three years' supervisory experience and demonstrated ability to supervise, train, mentor, and evaluate employees and organize, prioritize, and schedule work assignments.
- Strong interpersonal and communication skills and ability to foster a cooperative environment with staff, faculty, students, the Taliesin Fellowship, contractors, vendors, and the general public.
- Excellent verbal and written technical communication skills.
- Microsoft Office and Autodesk/AutoCAD knowledge, usage, and experience working in the associated programs.
- Demonstrated flexibility and ability to work effectively in a fast-paced environment with shifting priorities and unexpected events or delays.
- Ability to manage several major activities at once, while analyzing and resolving specific problems.
- Ability to understand and follow Foundation and departmental policies and procedures.
- Ability to work weekdays from 8 a.m. to 5 p.m. and occasional nights and weekends.
- Valid Arizona or Wisconsin driver's license.

Preferred Qualifications:

- Familiarity with Frank Lloyd Wright and the Taliesin Fellowship.
- Facilities management experience in a residential and/or academic setting.
- Certification or licensure in architecture, plumbing, HVAC, electrical, or mechanical trades and/or project management.
- Working knowledge of historic preservation methods and techniques.

Physical Demands and Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this job.

- **Physical Demands:** While performing the essential functions of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; and consistently talk or hear; and rarely taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- **Work environment:** While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.
- **OSHA Risk Classification for COVID-19 Exposure: Lower Risk (Caution):** This position has minimal occupational contact with the public and other co-workers and is therefore determined to fall within the Lower Risk category as defined by OSHA. To further minimize risk, employees are required to follow the Foundation's Safe and Healthy Workplace guidelines and related personal and facility infection control policies.

The Frank Lloyd Wright Foundation is an Equal Opportunity Employer.

This job description does not constitute a contract for employment with the Frank Lloyd Wright Foundation or any affiliate, either expressed or implied, and the Frank Lloyd Wright Foundation reserves the right at any time to change, delete, or add to any of the provisions at its sole discretion. Furthermore, the provisions of this job description are designed by the Frank Lloyd Wright Foundation to serve as guidelines rather than absolute rules, and exceptions may be made from time to time on the basis of particular circumstances.

We welcome all interested candidates to submit an application, resume, cover letter and minimum salary requirements to www.franklloydwright.org/careers