

Position Title: Preservation Manager

Compensation: \$60,000 to \$65,000/year plus generous package of fringe benefits, including: Dental, Vision, Medical, Disability, Paid Time Off, Paid Sick Time, 401K.

Location: Scottsdale, Arizona

Come join the team at Frank Lloyd Wright's Taliesin West - a World Heritage site and one of the most frequently visited travel destinations in Arizona!

Sharply focused on ensuring our local, regional, national, and international audiences feel welcome to explore, engage in, understand and financially support the historic spaces of Frank Lloyd Wright's Taliesin and Taliesin West, the Frank Lloyd Wright Foundation inspires people to discover and embrace an architecture for better living through meaningful connection to nature, the arts and each other. In Wright's own words, our vision is "to make life more beautiful, the world a better one for living in, and to give reason, rhyme and meaning to life."

Position Summary:

This is a unique opportunity to work at an internationally-renowned architectural site. Taliesin West is a National Historic Landmark and UNESCO World Heritage site. Situated on 495 acres of pristine desert in **Scottsdale, AZ**, the historic core is comprised of over 80,000 square feet of historic structures. The Preservation Manager will be involved in a variety of tasks related to the preservation of Taliesin West. Under the direction of the Director of Preservation for Taliesin West, the Preservation Manager will assist with planning and implementation of facilities maintenance and preservation projects. Work will include developing drawings and coordinating projects that will be carried out by Foundation technicians as well as independent contractors.

Essential Functions:

- Under the direction of the Director of Preservation prepare project sketches, construction documents, and as-builts for department preservation and maintenance projects.
- Document all preservation and maintenance projects and manage document control and recordkeeping.
- Assist with preparation and issuance of bid documents and requests for proposals, review schedules, qualify bids and make recommendations to Director of Preservation.
- Work with City of Scottsdale Historic Preservation Officer and AZ State Historic Preservation Officer to obtain approval for preservation projects within their purview.
- Help coordinate work performed by sub-consultants and contractors, ensure compliance with design specifications and codes, review invoices, monitor the construction process, and ensure work is executed safely per OSHA guidelines.
- Assist with day-to-day implementation of maintenance and construction projects and coordination of facilities technicians to ensure efficient workflow and sufficient supplies.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in architecture or historic preservation

- 2-3 years of professional experience with architectural drawing and detailing, document control, and project coordination
- Working understanding of the Secretary of the Interior's Standards for the Treatment of Historic Properties
- Good written, verbal, and interpersonal skills are required
- Computer proficiency in Microsoft Office, Adobe Creative Suite, Google Sketch-Up, and Autodesk AutoCAD
- Demonstrated flexibility, curiosity, and ability to work effectively in a fast-paced environment with shifting priorities and unexpected events or delays
- Ability to work occasional nights and weekends as needed
- Valid Arizona driver's license

Preferred Qualifications:

- Previous experience performing similar duties at a historic site
- Proficiency in Revit and GIS
- Familiarity with the architecture and ideas of Frank Lloyd Wright

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 25 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.

How to apply:

Qualified candidates are encouraged to submit an online application, including cover letter, resume and minimum salary requirements via our website at www.franklloydwright.org/careers or directly at: <https://recruiting.paylocity.com/recruiting/jobs/Details/989654/Frank-Lloyd-Wright-Foundation/Preservation-Manager>