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310 Washington Street
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RevolutionarySpaces.org

Position: Historic Buildings Assistant
Supervisor: Director of Facilities & Preservation
Type: Part-time, non-exempt
Hourly Rate: \$25-28 per hour
Start Date: ASAP

Position Summary

The Facilities & Preservation Department at Revolutionary Spaces Inc., is seeking a **Part-Time Historic Buildings Assistant** to be involved with the preservation and building maintenance of the Old State House and the Old South Meeting House, two of the oldest surviving examples of American colonial architecture. The Buildings Assistant will have the opportunity to learn the day-to-day logistics of maintaining and preserving two historic house museums in the heart of downtown Boston. The Historic Buildings Assistant should possess a passionate interest in preserving historic properties and a willingness to learn to troubleshoot the mechanical, electrical and plumbing issues that plague an antique building structure in a contemporary world.

Responsibilities

- Open & Close the museums as needed
- Light carpentry, painting, plastering and historic preservation/restoration projects as outlined by the Director of Facilities & Preservation
- Create new hire badges & keys
- Attend to day-to-day tasks as they may arise

Minimum Qualifications

- BA in History, Vocational School degree, or related field
- Familiarity with hand and power tools, including scaffolding and rigging equipment, to be able to complete light carpentry and painting tasks
- Ability to lift 20 to 40 pounds
- Ability and willingness to climb ladders and enter enclosed spaces
- Flexibility and willingness to work a varied schedule including weekends and holidays
- Ability to occasionally work 10-hour days

- Ability to take initiative, to work independently, and to be self-motivated
 - Multitask, work effectively under pressure to meet deadlines, prioritizing and adapting to changing priorities
 - Think imaginatively and problem solve
 - Strong organizational skills and time management skills
 - Able to collaborate effectively and contribute positively in a team environment
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Knowledge of:

- Carpentry, painting & plastering skills
 - Architectural styles, building components, basic building structure and building maintenance requirements
 - The Secretary of Interior's Standards for the Preservation, Rehabilitation, Restoration and Reconstruction of Historic Properties
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Organization Overview

Formed in January 2020, Revolutionary Spaces is a new organization on Boston's civic and cultural landscape. Our mission is to bring people together to explore the ongoing American struggle to create and sustain a free society as singularly evoked by the two national treasures we care for -- Boston's Old South Meeting House and Old State House. Through community partnerships, contemporary forms of storytelling, and important civic conversations, Revolutionary Spaces strives to bring people together to explore the history and continue the work of democracy that took shape in these buildings, located two blocks from each other in the heart of downtown Boston. We are dedicated to creating experiences for our audiences that not only deepen understanding of the past, but also provide a fresh perspective on the world we live in today and help us create new ideas and tools to build a more just and equitable tomorrow. Revolutionary Spaces is an equal opportunity employer. We center our work on the following values:

- **Inclusion:** We are dedicated to diversity, equity, and inclusion and ensuring accessibility on multiple dimensions.
- **Relevance:** We are dedicated to creatively linking lessons of the past with the interests and concerns of Boston's diverse communities today.
- **Boldness of thought:** We address challenging topics and promote understanding in response to controversy.



- Engagement: We encourage people to engage, add their voices to today’s debates, and collaborate with others to discover new ways of thinking.
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To apply, please send your resume and a brief cover letter to HR@revolutionaryspaces.org with “Historic Buildings Assistant” in the subject line.

