Revolutionary Spaces
Open History. Enter Democracy.

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RevolutionarySpaces.org

Assistant Project Manager (Construction/Preservation)
Job Description

Position: Assistant Project Manager (APM)
Supervisor: Director of Facilities and Preservation
Type: Full-time, exempt
Salary Range: $68,000-$75,000
Start Date: ASAP

The Facilities & Preservation Department at Revolutionary Spaces is seeking an Assistant Project Manager (APM) to assist and support the Director of Facilities & Preservation in managing and executing a series of preservation and construction projects planned at the Old State House & the Old South Meeting House. This is a full-time, grant-funded position.

Located just two blocks from each other in the heart of downtown Boston, the Old State House and the Old South Meeting House represent two of the oldest and most significant surviving examples of early colonial American architecture; they are designated Boston landmarks and are listed on the National Register of Historic Places. Constructed in 1713, the Old State House was the center of royal government in the Massachusetts Bay colony and the focal point for many of the Revolution's most dramatic events. It was here that the Boston Massacre occurred in 1770. Built in 1729 to house Boston's Third Church, the Old South Meeting House was the largest building in colonial Boston and the site of the most stirring mass meetings that led to the American Revolution, including the gathering that led to the Boston Tea Party.

Both buildings have a robust schedule of deferred maintenance and preservation projects that are in various stages of planning, coordination, and completion. The Facilities & Preservation Department seeks an experienced APM who can support the management of these projects and enjoys a combination of office work, fieldwork, administrative duties, and technical coordination. This role is ideal for someone who thrives on variety and teamwork.

Below is a list of upcoming projects as well as examples of recently completed projects :

<u>Upcoming Projects:</u>

- Structural stabilization and waterproofing of the 1907 mechanical room ceiling at the Old State House;

- Excavation, foundation waterproofing and brick sidewalk re-grading of the west elevation of the Old South Meeting House;
- Restoration of exterior early twentieth-century metal finials on the two-tiered center tower at the Old State House;
- Replacement and relocation of the cooling tower and other elements of the mechanical systems at Old South Meeting House;
- Replacement of the fourth and final AHU in the attic of the Old State House;
- Rehabilitation of the basement level office space damaged from past storm water infiltration at the Old South Meeting House.

Past Projects:

- Restoration of key building elements and spaces, including:
    - A nineteenth-century gilded eagle located atop the west elevation of the Old State House;
    - The flat plaster walls and colonial style doors in the vestibule of the clock tower at the Old South Meeting House;
    - Historic shutters and windows at the Old South Meeting House;
- Replacement of a new Chiller unit and three of the four air handling units (AHUs) at the Old State House;
- Installation of an exterior trench drain and regrading of the brick sidewalk pavers to mitigate storm water infiltration along the south elevation of Old South Meeting House.

Key Responsibilities:

- Assist with the administration and management of the projects construction from pre-construction through close-out;
- Liaise with members of the design team and coordinate the scheduling of contractors, subcontractors, suppliers, and deliveries;
- Ensure that proper applications and permits are in place prior to the beginning of a project;
- Ensure that required safety protocols are in place and enforced;
- Maintain accurate records of contracts, permits, RFP's & RFIs, change orders, and project drawings;
- Act as a liaison between different teams and departments, organize resources, manage documentation, and track project timelines and budgets;
- Support the Facilities and Preservation Department in other tasks and responsibilities as needed.

Qualifications:

The Assistant Project Manager must be excellent at multitasking with a solid understanding of construction processes and an eye for detail. The key skills and qualifications expected for this role include:

- Associate or bachelor's degree in construction management, historic preservation, architecture, or a related field;
- At least 2 years of experience in construction or project management;
- Ability to read blueprints;
- Knowledge of construction materials, methods, and safety regulations;
- Knowledge of preservation practices; familiarity with Secretary of Interior's Standards for the Treatment of Historic Properties a plus;
- Strong communication and interpersonal skills;
- Excellent organizational and time management abilities;
- Attention to detail and analytical thinking;
- Problem-solving mindset;
- Ability to work independently and as part of a team.

Physical Requirements:
This position will take place both in a regular office environment and both indoors and outdoors at and between two historic sites. Some staff offices are located in portions of historic buildings that cannot be accessed via an elevator. Candidates should be able to carry supplies up and down stairs. Reasonable accommodations can be made for the right candidate.

Benefits
Generous vacation and Federal holidays schedule; 403b with 5% match after one year; Health insurance; FSA Medical & Dependent care accounts; MBTA pass program; and free admission to many local museums.

How to Apply
To apply, please email your resume and brief cover letter to HR@RevolutionarySpaces.org with "Assistant Project Manager" in the subject line.

Organization Overview
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 embodied by the two national treasures we care for – Old South Meeting House and the Old State House, located two blocks from each other in the heart of downtown Boston. We believe that our nation's most fundamental questions took shape here, and 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 help us 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.