

## **Friends of Historic Second Church Historic Preservation Manager**

Friends of Historic Second Church (*Friends*) is a non-denominational not-for-profit with the mission of preserving and restoring the artistic elements – including the architecture, murals, sculpture, and stained glass windows of Second Presbyterian Church located at 1936 S. Michigan Avenue in Chicago.

### **Pay/Hours/Environment**

- Part-time position of 20 hours per week, working 3-4 days per week.
- Pay rate of \$15/hour, payable every 2 weeks.
- Work status is as an independent contractor.
- Shared office space on 2<sup>nd</sup> floor, accessible only by stairs.

### **Skills**

- Ability to conduct research in historic preservation, history and art with minimal direction
- Excellent writing skills
- Good communication skills and the ability to speak in public, including conducting tours of Historic Second Church
- Good organizational skills
- Ability to read and interpret technical drawings, such as blueprints and working drawings
- Ability to supervise volunteer intern(s)
- Proficiency in basic computer programs, including Word and Excel
- Graphic design skills (desirable)
- Website management skills (desirable)

### **Job Responsibilities**

Under the direction of the Board of Directors (BOD) of *Friends*:

1. Serve as the public “face” of *Friends*. Conduct tours when docents are not available.
2. Attend meetings on behalf of *Friends*.
3. Conduct historic research, either individually or in collaboration with others, including interns or those contracted to work with *Friends*. Prepare written reports and articles based on research findings.
4. Research opportunities for corporate and philanthropic support.
5. Meet with current and prospective preservation contractors regarding specific projects. Provide current and prospective contractors access to the church building.
6. Monitor and document onsite restoration projects.
7. Supervise intern(s).
8. Maintain multiple databases and lists, including processing memberships in *Friends*.
9. Create and manage content for *Friends*' web site, including preparing and sending out Patron email blasts.
10. Organize meeting logistics and newsletter mailings.

11. Help organize lecture series, including publicity, marketing, and physical logistics.
12. Manage the *Friends* office. Maintain files, supplies and inventory. Fulfill orders of any products sold. Check and respond to email and telephone inquiries.
13. Prepare monthly written report of activities to the BOD and attend BOD meetings.
14. Other duties as assigned.

**Submit resume by July 30, 2010 to:**

Linda Miller, Vice President  
Friends of Historic Second Church  
[historic2ndchurch@yahoo.com](mailto:historic2ndchurch@yahoo.com)  
312-504-9862