

## ARCHITECTURAL HISTORY FIELD DIRECTOR

Dovetail Cultural Resource Group (Dovetail) is a woman-owned cultural resource management firm headquartered in Fredericksburg, Virginia, with an office in Wilmington, Delaware, serving the greater Mid-Atlantic region. We strive to foster an atmosphere of thorough communication and diligent research, empowering staff relationships with each other, our clients, and our preservation partners to best assist our clients in navigating the cultural resource compliance process and achieving their preservation goals.

Dovetail is currently accepting applications for a full-time Architectural History Field Director in our Virginia office. Primary responsibilities of this position center on the day-to-day management and performance of small-to medium-scale projects, either through responsibility for individual tasks within a larger project or management of the project itself, as appropriate. Responsibilities extend to performing background investigations, archival research, fieldwork, monitoring schedules and managing budgets, writing reports and contributing to other deliverables, and ensuring compliance with Dovetail's quality and safety standards. The ideal candidate should be detail-oriented and well-organized, with strong writing and communication skills. Salary will be commensurate with experience. Benefits include paid vacation, sick leave, and holidays; group medical and dental insurance; 401k plan with matching; and an annual professional development stipend. Potential for growth includes promotion to an Architectural Historian once an appropriate level of experience has been gained.

### **Job responsibilities include, but are not limited to:**

- Plan and execute projects, including background investigations, archival and primary source research such as chain of titles, all stages of fieldwork, and reporting, in accordance with project scope, timeline, and budget and in coordination with co-workers
- Identify historic resources and evaluate their potential eligibility to the National Register of Historic Places (NRHP), and prepare state resource form packets, cultural resource management reports, and other deliverables to company and agency standards
- Coordinate and communicate with GIS staff, archaeology staff, and others to fulfill project needs

### **Minimum qualifications and critical competencies:**

- Bachelor's degree in architectural history, art history, historic preservation, history, or a closely related field
- At least two years of related experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution
- Working knowledge of architectural documentation methods for all phases of work, as well as the ability to share this knowledge with less-experienced co-workers
- Knowledge of the architectural styles and trends commonly found in one or more states in Dovetail's service area
- Working knowledge of federal and state preservation law, particularly Section 106 of the National Historic Preservation Act, and of the NRHP Criteria for Evaluation and Aspects of Integrity
- Possession of a valid U.S. driver's license
- Ability to work outdoors in hot or cold temperatures, in conditions that may include wind, rain, and/or snow
- Ability to travel overnight
- Preference will go to candidates who have experience with mid-Atlantic State Historic Preservation Office procedures

Please submit a cover letter with availability to start, curriculum vitae/resume, salary requirements, and three references to Heather Staton at [hstaton@dovetailcrg.com](mailto:hstaton@dovetailcrg.com). Any questions may be directed to Ms. Staton by email or at (540) 899-9170. Interviews will be conducted virtually.

*Dovetail is an Equal Opportunity Employer.*