



## Architectural Historian Tarboro, NC

### About Us

Founded in 1988, Commonwealth Heritage Group, Inc. (Commonwealth) is a full-service heritage consulting firm serving clients for projects of all sizes. Commonwealth is a small business and proud founding member of the American Cultural Resources Association, a trade association of the heritage management industry.

Since its founding, Commonwealth has grown to acquire other cultural resource companies including *Coastal Carolina Research, Inc.* in 2009, *Sagebrush Consultants, Inc.* in 2013, *John Milner Associates Inc.* in 2014, *SouthArc, Inc.* in 2020, and *Panamerican Consultants, Inc.* and *Archaeological Consulting Services, Ltd. (ACS)* in 2021. The acquisition enables us to work with customers nationwide from seventeen regional offices (Tempe, AZ; Tucson, AZ; Gainesville, FL; Lakeland, FL; Columbus, GA; Traverse City, MI; Littleton, MA; Minneapolis, MN; Tarboro, NC; Buffalo, NY; Columbus, OH; West Chester, PA; Memphis, TN; Ogden, UT; Alexandria, VA; Milwaukee, WI; and headquarters in Dexter, MI).

As an experienced industry leader, Commonwealth has consistently delivered quality services and value to its clients and has developed an outstanding reputation with clients and regulatory agencies for understanding the intricacies of heritage management planning, permitting, and project implementation.

The company's portfolio reflects numerous accolades and acknowledgments from the Environmental Protection Agency, the Federal Highway Administration, the Advisory Council on Historic Preservation, the American Society of Landscape Architects, the Society for American Archaeology, the American Cultural Resources Association, and the Michigan Department of State.

*Commonwealth offers an excellent range of benefits [health, dental, life, and disability insurance, paid leave, 401(k) plan with company match, etc.]. Commonwealth is an M/F/D/V Equal Opportunity Employer.*

### Job Description

Commonwealth is seeking qualified applicants to fill an Architectural Historian position in our Tarboro, North Carolina office, working full-time. Primary responsibilities include working with a team of cultural resource professionals to implement architectural reconnaissance and evaluation surveys, conduct historic background research, create technical reports, and document architectural resources according to state and federal guidelines. The Architectural Historian should have a working knowledge of architectural terminology, photography, historic deed research, field survey methods, and the National Register of Historic Places eligibility criteria. Traveling for non-local projects is necessary. The pay rate for this position is competitive and dependent on experience with opportunities for advancement. We seek a candidate who wishes to grow within the company. Pay is dependent on experience, the range starts at \$20/hr.

### The ideal Architectural Historian successfully executes the following tasks:

- Identification and documentation of architectural details of buildings and structures using appropriate field strategies and within the parameters of an established scope of work
- Photographic survey of resources
- Assessment of individual resources and/or historic districts for integrity and eligibility for listing in the NRHP
- Historic context research including reviewing deeds, plats, title documents, probate and other court records, tax and census records, historical maps, primary and secondary sources, newspaper articles, business directories, previous construction plans, photographs, etc.
- Gathering of oral history from property owners and/or project stakeholders
- Preparation of technical reports according to state and federal guidelines
- Completion of state resource forms and associated materials
- Research and writing for proposal development

### Qualifications

- Graduate degree in architectural history, history, or a related field plus two years of professional experience



- Professional research/writing experience in the historic contexts and building traditions of the Mid-Atlantic states
- Previous experience working in North Carolina or adjacent states
- Working familiarity with Section 106 process
- Excellent research and writing skills
- Experience preparing National Register nominations preferred
- Must be organized with attention to detail and excellent communication skills
- Ability to travel throughout the eastern United States
- Exercise responsible and ethical decision-making regarding company funds, resources, and conduct

Notice: Commonwealth is a federal contractor, which requires us to comply with Executive Order 14042, issued by President Biden on September 9. The order stipulates that all employees, without exception, must either be fully vaccinated against COVID-19 or be approved for a medical or religious exception. If you are unvaccinated and applying for this position but believe you qualify for an exception, please contact Kathy Bowers at [kbowers@chg-inc.com](mailto:kbowers@chg-inc.com). You'll be given the opportunity to submit an exception application to see if you're eligible to proceed further in pursuing employment with Commonwealth.

Apply today! Or find more information about this position and other available positions at [www.commonwealthheritagegroup.com/careers/](http://www.commonwealthheritagegroup.com/careers/)