FUNG ASSOCIATES, INC.

Offering an immediate full-time opening for an Architectural Historian/Historian with a minimum of 3 years of architectural historic preservation experience.

Responsibilities include field surveys, archival research, preparing various reports (AIS, RLS, ILS, HABS/HAER, nomination forms, MOA and PA), evaluating resources for NRHP eligibility, and conducting consultation.

QUALIFICATIONS:
- Bachelor’s Degree in an accredited program, preferably in Architecture, Historic Preservation or Public History. Professional degree or certificate highly desirable.
- Master’s Degree or related field experience is preferred.
- Strong Verbal and writing skills. Strong graphic communication skills a plus.
- Excellent time management prioritization and organization skills, with the ability to complete projects and work on time with precision and attention to detail.
- Ability to build and maintain good relationships with Clients and team.
- Good team player.
- Proactive with a desire to grow professionally.
- 3 years of experience conducting historic architecture surveys for regulatory compliance.
- Meets the Secretary of the Interior’s Standards as a Historian and/or Architectural Historian.
- Experience leading both small and large-scale field surveys with limited supervision is preferred.
- Experience writing architectural descriptions and conducting archival research.
- General understanding of the design process and familiarity with reading plans a plus.
- Experience in cultural resources management a plus.
- Knowledge of Hawaii’s architectural resources a plus.
- Familiarity with the Hawaii Revised Statutes Chapter 6E a plus.
- Familiarity with the National Historic Preservation Act, Section 106, and requirements of other Federal regulatory agencies.
- Proficiency in Word, Outlook, Excel, InDesign.
- Have a valid driver’s license and own vehicle.

RESPONSIBILITIES:
- Assists Project Manager in developing reports and related-project documents.
- Maintains schedule.
- Coordinates between clients, agencies, and design team.
- Provides quality control over documents.
- Conducts site visits and prepares reports following visit, using working knowledge of historic preservation evaluation and compliance requirements.
- Executes work in a timely and organized manner.
- Provides support for any tasks required for the successful completion of the project.

HOW TO APPLY/CONTACT

SEND RESUMES TO: PROJECTS@FUNGHAWAII.COM

http://www.funghawaii.com/