

**Boston Landmarks Commission Preservation Month Consultant
Temporary/Part- Position
Position runs from February 1-May 10, 2019
Approximately 15 hours per week , \$27.00 per hour, not to exceed \$7,000.**

Deadline for application December 18, 2018

Please send resume to:

Kathleen von Jena
Assistant Survey Director
Boston Landmarks Commission
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Every May, Boston Preservation Month encourages public awareness and appreciation of the City's historic resources. This opportunity is to increase visibility of the Boston Landmarks Commission, promote preservation work in the city, attract support for preservation activities citywide.

Background:

May is National Historic Preservation Month. The National Trust for Historic Preservation created this idea in 1973. The month highlights historic preservation's importance through events that:

- celebrate historic places
- promote heritage tourism, and
- show the social and economic benefits of historic preservation.

Consultant Responsibilities:

Planning Kick-off Event

Every Year BLC hosts a Kick-off event during the first week of May. The event features a guest speaker, an overview presentation of the year's accomplishments and the presentation of Citizen Preservation Awards. The consultant will be responsible for:

- Securing a venue for the Kick-off (usually in a Boston Landmark or historically significant building, usually 100 people 6-8 pm, ADA accessible). (February)
- Work with Landmarks staff to locate and secure guest speaker.(February-March)
- Arrange for catering, tables, chairs, tableware, AV, etc.
- Develop invitation list, including elected officials, commissioners and awardees (send out invites 3 weeks prior).
- Work with staff on participants, presentations and program for event.(April)
- Make sure awards are printed, signed and framed.
- Make sure all Preservation Month swag has been ordered and has arrived before event. (Feb)

Coordinating Preservation Month Calendar of Events

Every year BLC puts together an online calendar of exhibits, walking tours, lectures, and more, related to history. The events are free or low-cost. The consultant will be responsible for:

- Developing a solicitation list of contributors from historical and cultural organization and city agencies based on previous years calendars.
- Develop media list.
- Send out solicitations for events (Early March & again in early April).
- Start developing spread sheet of calendar events (with details-time, location, contact and high res photos) for calendar.
- Continue to locate events for each day of the month making sure all neighborhoods are represented, including landmarks buildings and districts (May need to scan websites and event calendars of other organizations).
- BLC staff and commissioners are encouraged to engage public with tours and events.
- Work with staff on uploading events to online calendar (April to go live May 1st).
- Target audiences include: Residents of all ages and backgrounds, including those not who do not self-identify as interested in history, architecture, or preservation, and visitors to Boston.

Ordering Promotional Material

Promotional material- The consultant will be responsible for working with staff to determine the need for additional promotional material; bookmarks, bags, posters and logos, etc.

- The consultant will work with procurement officer to acquire all material prior to May 1st. (Feb)
- Consultant will help develop and implement social media strategy for promotion of Preservation Month activities.

Qualifications:

- Experience with event planning.
- Ability to follow a tight time schedule and work within budget.
- Familiarity with Boston's historical/preservation community.
- Strong organizational, communication, writing and interpersonal skills; demonstrated attention to detail.
- Proven competency in the use of related software such as Microsoft Windows and Office Suite.
- Ability to work independently must be available for scheduled meetings with BLC Staff.