

Position Description

Job Title:	RSI - Architectural Researcher	Revision Date:	April 2, 2019
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Rob Armstrong
Hourly Rate:	\$15/hour	Application deadline:	
Position Type	Temporary/Seasonal Employment; Six (6) to Nine (9) Months in Duration		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues, and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at www.phila.gov/parksandrec, and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

Position Summary

The Planning, Preservation and Property Management division of Philadelphia Parks & Recreation oversees the PPR Archive, which houses documents pertaining to the history, usage, planning and development of the entire PPR system. The division oversees the preservation of the numerous historic houses, buildings, structures and landscapes, ensuring their preservation for future generations of PPR users.

The Recreation Specialty Instructor (RSI) will serve as an Architectural Researcher to primarily write historic Resource Survey Forms (HRSF) for historic sites within the Parks & Recreation system. This position will also research historic properties (buildings and parks), formerly managed by the Philadelphia Department of Recreation, in order to create comprehensive files for the management of those properties.

The research entails primary and secondary research within city agencies (ie. Philadelphia Historical Commission, Free Library, Department of Public Property, Philadelphia City Archives) and outside archival institutions (HSP, Temple Urban Archives, etc), deed research, architectural drawings and architectural field surveys.

Responsibilities

- Writing Historic Resource Survey Form's
- Assisting full-time staff with organizing the archival collection, including history files, drawings, plans, photographs, and digital files
- Scanning archival photographs; properly re-housing items
- Assisting with special projects as needed

Competencies, Knowledge, Skills and Abilities

- Excellent writing skills
- Detail-oriented
- Ability to work independently and in a team environment.
- Familiarity with the preparation of National Register of Historic Places forms
- Knowledge of writing National Register Nominations/HRSF's a must.
- Knowledge of proper handling procedures for sensitive archival materials.
- Some knowledge of architectural terminology or field survey experience.

Qualifications (Education and Experience)

- Bachelor's Degree from an accredited college or university with a major in history, historic preservation, museum studies, or a related field; Master's Degree preferred
- 1-2 years' experience in a researched-based capacity or similar work experience
- Prior deed research preferred, but not required

Additional Information

- Successful candidates must be a city of Philadelphia resident as a condition of employment.
- Interested candidates must submit a resume and cover letter to **Robert.Armstrong@phila.gov**
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to [faqpchr @phila.gov](mailto:faqpchr@phila.gov). For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>