

Preservation Forsyth Contracted Position

In order to better carry out its mission, Preservation Forsyth (PF), is looking to hire a contracted consultant to focus on items that aren't possible solely with a volunteer board. This position is flexible in timing and will be responsible for completing specific tasks within a given month or longer time frame, but at their own discretion on time and approach.

The basic tasks that the contractor is expected to complete are

- Regular social media postings on the organization's facebook and instagram pages
 - At least 3 postings on both platforms (can be same information) per week of relevant material about historic resources in Forsyth County, limited to about 125 words plus 1-2 pictures as relevant
 - Event and tour postings included
 - Vary locations throughout county as possible
- Organizing events
(Anticipated 2-3 events every 6 months)
 - Help develop ideas or get recommendations from events committee
 - Find locations and potential co-sponsors to have event
 - Work out logistics and relevant costs to help set pricing
 - Post info on the website and social media to direct public/members to register
 - Use contact info to notify members and previous event attendees directly via eblast or other email
 - Get contact info for people attending, if not registered already in Wild Apricot or event software so can contact about future events
- Creating tours on historic architecture in various neighborhoods and helping guide tours
(Anticipated 1-2 tours every six months)
 - Use existing research materials (such as National Register and local surveys) to create a script and route for walking tours up to 1 hour
 - Engage individuals in the tour area that may be interested in participating and providing information, and advertise to membership/public as event (can include in social media posts)
 - Give a tour to test and refine script
 - Get contact info for people attending if not registered already in Wild Apricot or event software so can contact about future events
 - Create self-guided tour materials for ongoing use (either web based or hard copies)
- Work with interns on various projects as appropriate, which may expanding on the preceding tasks (e.g. additional social media posts, or tours)
- Work with other community organizations to identify potential common projects and present to board to select what is feasible

Skills required

Individual should have a background and/or education in historic preservation so they have basic understanding of the relevant topics, such as National Register vs local designation, and can respond to technical questions about preservation

They are expected to be organized to get the various tasks completed in the time frame

Should have good writing and oral skills in order to convey information to public about the organizations' activities and answer questions

Should have basic familiarity with Facebook, Instagram, and basic web page maintenance (experience with Wild Apricot preferred)

Should be able to work with various board members as needed and attend committee meetings as needed

Expectations

This contract is anticipated to require regular time commitment on a weekly basis but is flexible. The contract will be for six months and can be renewed if mutually agreed. The total amount for first six months contract shall be \$6,000, to be paid in equal \$1,000 monthly payments. Payments will be made at the end of each month when a summary of monthly tasks completed and a projected scope of work for the subsequent month (e.g. when tours or events are anticipated) is submitted to the President to approve for payment. This contract is not intended to create an employee relationship and no benefits are included.

Application

A resume can be submitted to the PF President at preservationforsyth@gmail.com An interview with the Executive Committee will be held with those that meet the minimum requirements or show ability to complete the various tasks.

It is hoped to complete contract to start by October 1, 2021