



CITY OF NEW YORK PARKS & RECREATION

CITYWIDE JOB VACANCY NOTICE: Job ID No. 726426

Office Title: Deputy Director of Historic Houses

Civil Service Title: Administrative Landmarks Preservationist **Title Code No:** 1003A **Level:** NM

Salary: \$100,000 - \$105,000

Number of Positions: 1

Work Location: Olmsted Center, Queens

The Historic House Trust (HHT) of New York City is a non-profit organization that works in partnership with Parks & Recreation to preserve and promote the 23 historic house sites owned by New York City and located in public parks.

Major Responsibilities

- Under the direction of the HHT Executive Director, work collaboratively to ensure the preservation of NYC Parks-owned historic houses.
- Manage the day-to-day operations and budget for all HHT program areas including conservation, maintenance, communications, special projects, and partnerships.
- Manage office operations and staff concerns and needs on a daily basis. Coordinate hiring for new roles and manage the internship program.
- Work closely with HHT Executive Director and Board of Directors on fundraising and capacity building priorities.
- Serve as a liaison to Parks Human Resources and Payroll and Timekeeping.
- In coordination with the Property Conservation Coordinator, review and approve Other Than Personnel Services (OTPS) purchases for HHT.
- Supervise staff, manage related administrative consultants including accountants and auditors, and assist in financial recordkeeping.
- Oversee management and dispatch of Parks vehicle assigned to HHT staff.
- Manage license agreement renewals, negotiations, and communications between Parks and non-profit site stewards.
- Attend convenings, conventions, and other meetings toward the goal of fostering interest and investment in the historic houses.
- Coordinate with Parks leadership, elected officials, and other stakeholders to communicate organizational needs, priorities, and successes.
- Assist in executing HHT events including the annual Founders Award Gala.
- Assist the HHT Executive Director in strategic planning efforts.

Qualification Requirements

1. A Master's Degree from an accredited college with a major in historic preservation, architectural history, art history, architecture or civil engineering and five years of full-time paid experience in architecture, restoration or preservation of historic structures, research in architectural history or in teaching architecture, preservation or architectural history, at least two years of which must have been in a supervisory or administrative capacity; or
2. A baccalaureate degree from an accredited college with a major as described above and six years of experience as described above, at least two years of which must have been in a supervisory or administrative capacity; or
3. Education and/or experience which is equivalent to "1" and "2". However, all candidates must have a baccalaureate degree as described above and at least two years of full-time paid experience as described above, one year of which must have been in a supervisory or administrative capacity.

This position is exempt from NYC residency requirements.

Preferred Skills/Qualifications

1. Excellent organizational and management skills.
2. Excellent writing and verbal communication skills.
3. Background in historic preservation, museums, cultural organizations, or nonprofits.
4. Strong project management experience and ability to multitask and manage complex projects.
5. Ability to think strategically to build long-term plans.
6. Creative and solutions-minded.
7. Computer literacy, including knowledge of Word, Excel, PowerPoint, and QuickBooks.
8. Valid New York State driver license.

How to Apply

All Applicants

Click Here to Apply: [Deputy Director of Historic Houses](#) OR

Go to cityjobs.nyc.gov **and search for Job ID# 726426.**

All applicants must apply via cityjobs.nyc.gov. The City is no longer using ESS to accept applications.

***Current City Employees please include your ERN on your cover letter and resume.**

POST DATE: 08/15/2025

POST UNTIL: 08/29/2025

NOTE: All resumes must be received no later than the last day of the posting period. References will be required upon request.

nyc.gov/parks

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TELECOMMUNICATIONS DEVICE FOR THE DEAF: (212) 504-4115

For information about applying for Civil Service Exams go to: [Civil Service Exams - Department of Citywide Administrative Services \(nyc.gov\)](#)