

Jamestown Rediscovery Foundation (JRF) seeks professional services to improve current visitor access and safety. With support from the VA 250 Preservation Fund, Jamestown will be able to take important steps to mitigate the effects of inundation that most directly impact the visitor experience. As Jamestown looks ahead to 2026, staff across departments are collaborating to reassess the site's interpretation to more cohesively and inclusively tell the story of this remarkable place, including the routes that visitors will take to access each point of interest. Elevating, regrading, illuminating, and repaving the walkways that weave together Jamestown's landmarks will create an important interpretive feature and enhance accessibility. The improved path between the Memorial Church and the archaeology museum will serve as an onsite "capitol trail"—connecting the first and last meeting places of representative government at Jamestown. Our hope is that these infrastructure upgrades to the site will help us to illuminate history and to elevate the visitor experience.

Key Objectives:

1. Design

- Meet with Jamestown Rediscovery team to create a design and work plan based on funds available and completion date required by the VA250 grant.

2. Project Oversight:

- Oversee the execution of landscaping tasks, ensuring that the design complements the historic setting, meets preservation guidelines, and complies with ADA (Americans with Disabilities Act/ ANSI 117.1) standards, including paths, landscaping, and lighting.
- Ensure that all construction and landscaping activities adhere to safety standards, environmental guidelines, and heritage conservation requirements.
- Coordinate activities of subcontractors and any other team members on-site.

3. Compliance with Preservation Standards:

- Ensure the project adheres to preservation and regulatory guidelines.
- Serve as the on-site liaison between the project team, contractors, and Owner to ensure all actions align with grant requirements and preservation standards.

4. Coordination and Communication:

- Serve as the main point of contact for the project team, contractors, consultants, archaeologists, and stakeholders to provide regular updates on project progress and any changes to the scope of work.
- Conduct site inspections to ensure the quality of work being completed meets contractual and preservation expectations.
- Prepare and submit progress reports to the Project Manager, identifying any issues, delays, or potential risks.
- Schedule and participate in regular meetings with the project manager, consultants, and other stakeholders to review progress and address concerns.

5. Documentation and Reporting:

- Maintain accurate records of activities, materials used, and work completed.
- Ensure that all project documentation, including photographs, reports, and any changes in scope, is recorded and shared with owner according to site preservation standards.
- Assist with preparing progress reports and updates for grant reporting.

6. Quality Control and Safety:

- Ensure that quality control measures are in place and adhered to throughout all phases of construction and landscaping.
- Resolve any on-site conflicts or issues that may arise during the course of the project.

Qualifications:

- **Experience:** Minimum of 10 years of experience in construction or preservation management, with a strong background in architectural design, landscape architecture, and site development.
- **Education:** Degree in Historic Preservation, Construction Management, Architecture, or related field preferred. Alternatively, relevant experience in the field of historic preservation or construction may be considered.
- **Knowledge:** Strong knowledge of state preservation guidelines, working on an archaeologically sensitive site, and permitting requirements.
- **Skills:**
 - Strong leadership and supervisory skills, with the ability to manage multiple contractors and teams.
 - Excellent communication skills, both written and verbal.
 - Ability to assess and troubleshoot technical issues on-site in a historic context.
 - Strong organizational skills, attention to detail, and ability to meet deadlines.

Additional Information:

- Position requires regular meetings and an on-site presence during contract work.
- Occasional evening or weekend work may be required to meet project deadlines.
- The Jamestown Rediscovery Foundation is an equal opportunity employer and encourages equal opportunity hiring, with particular emphasis on supporting women-owned, minority-owned, and small businesses.

To apply, please submit resume, cover letter, and references to rfp@preservationvirginia.org