



Architectural Inventory Researcher

The Grand Falls-Windsor Heritage Society

Job Description:

The Grand Falls-Windsor Heritage Society is seeking an Architectural Inventory Researcher. Applicants for this position must be full time students currently enrolled in full time studies at a post secondary institution and intend to return to full time studies in the fall. All candidates must be registered on the Young Canada Works (YCW) Initiative online candidate inventory and meet program eligibility criteria.

We are looking for someone with a strong interest in history and cultural heritage with a desire to assist with the preservation and conservation of the unique architecture of the community.

The successful applicant will work under the supervision of the Society's Collection Manager to collect architectural data and historical information on the built structures in the community which will include houses, buildings, schools, churches, as well as the natural features of the area that have a historical and cultural significance.

Responsibilities:

- Sorting through and doing research on the original floor plans of GFW houses to see trends in the architectural features.
- Looking at maps of the town dating back to 1921 and later to cross reference the houses and see if any exist in their original format.
- Preparing the template for the housing entries, information and photos for the future booklet.
- To prepare for and schedule site visits to the selected locations in the community and arrange interviews with residents to record the significant historical and cultural stories linked to the sites.
- Documentation/data collection of 30 buildings which will include houses and other structures where architectural features will be documented. Photographs will be taken, and interviews conducted about the stories and heritage of the homes.
- Digitizing the architectural drawings (plan, section, elevation) of the housing typologies that are identified.
- Creating a new 2021 map of the town of Grand Falls-Windsor to include houses that have been documented for the future booklet that will include a tour of the town with the information gathered.

Requirements:

- We would like to have a person who is presently enrolled in post secondary studies in a field of Architecture, Drafting or the Social Sciences with a special interest in heritage preservation and/or a similar related field of study with a special interest in historical architecture.
- Computer literacy with proficiency in all Microsoft Office Products including Excel, Word, PowerPoint and Adobe products including InDesign, Illustrator and Photoshop.
- Strong communication skills, verbal and written as well as the ability to listen and glean important and pertinent information from interviews, correspondence as well as other resource materials.
- Good time management skills and the ability to prioritize work.
- Strong organizational skills with the ability to multi-task.

The period of employment is 12 weeks with a total of 35 hours per week. The hourly rate is \$15.00. The deadline date for the receipt of applications is May 21, 2021. The start date will be June 7, 2021.

Applicants can send resumes via e-mail to gfwheritagesociety@nf.aibn.com, or they can be mailed to:
The Grand Falls-Windsor Heritage Society Inc., P. O. Box 439, Grand Falls-Windsor, NL, A2A 2J8.