



**Title:** Architectural Historian

**Firm:** Cox|McLain Environmental Consulting, Inc. (CMEC)

**Location:** Tulsa, OK

**Timeline:** Indefinite; open until filled

**Job Description:** The primary function of the Architectural Historian position is to support the CMEC Cultural Resources Program as needed with fieldwork and subsequent report preparation. Duties may include planning, implementing, supporting, and/or conducting archival research and historic resources field studies independently and/or at the direction of other CMEC staff; client, and resource agency coordination; preparation of documents such as background studies, agency coordination letters, Section 106 consultation, Section 4(f) analyses, and technical reports for client and regulatory review (primary regulatory agencies: Texas Historical Commission, Texas Department of Transportation, Oklahoma Department of Transportation, and Oklahoma State Historic Preservation Office); and preparation of historic resources sections for environmental documents (e.g., NEPA Environmental Assessments, Environmental Impact Statements) for projects throughout Texas, Oklahoma, and surrounding states. Additional duties may include support for local and National Register of Historic Places nominations, preservation plans, historic structure reports, cultural resource education materials, Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) documentation, planning and implementing of mitigation, and other types of special projects.

Compensation for this full-time position will include a competitive salary and benefits package (health insurance, vacation, profit sharing, etc.).

**Qualifications:** The successful applicant will meet, at a minimum, the Secretary of the Interior's Qualifications Standards for history or architectural history. Also **required:** strong writing skills, survey experience, strong research skills, an overall dedication to excellence, a strong work ethic, a demonstrated ability to work independently and collaboratively, the ability to work in difficult conditions (e.g., Texas and Oklahoma summer heat), and valid driver's license.

**Preferred (please note any expertise with the following):** Knowledge of Texas and/or Oklahoma history and architecture; knowledge of preservation laws and processes; familiarity with NHPA/NEPA compliance; previous experience conducting Section 106 report documentation and survey work for DOTs and/or other federal or state governmental agencies; writing National Register nominations or HABS/HAER documentation; conducting cell tower survey and report documentation; prior experience with budgeting, report production/quality control, and/or management of personnel; previous consulting experience; TxDOT precertifications for 2.7.2, 2.15.1 and 2.15.2 or eligibility to obtain them; experience with historic resource database management; experience with large projects (300+ resources); public history experience including developing content for lay audiences, educational materials, and public outreach. Candidates already based in Oklahoma are also preferred.

If you are interested in a challenging and rewarding opportunity with a growing firm, please e-mail (in PDF or MS Word format) a short sample of original writing (e.g., an excerpt from a consulting report, honors or degree thesis, or research paper), cover letter, resume, and contact information for three references to [jobs@coxmcclain.com](mailto:jobs@coxmcclain.com). Please include the following as the subject line of your email: ARCH HISTORIAN 2019. CMEC is an Equal Opportunity Employer.

**Website:** [www.coxmcclain.com](http://www.coxmcclain.com)

**Contact:** E-mail: [jobs@coxmcclain.com](mailto:jobs@coxmcclain.com) (remember to include ARCH HISTORIAN 2019 in subject line)