

CAITLIN CHAMBERLAIN

HERITAGE PROGRAM & HISTORIC RESOURCES MANAGER

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Ellicott City, MD

cchamberlain728

divergent_wanderings



PROFILE

Dedicated historic preservation professional with over ten years of experience in historic interpretation; team and project management; and writing policies and procedures. Currently oversees the management of twenty-five historic resources in Howard County, Maryland.

EDUCATION

MFA

Historic Preservation

Savannah College of Art & Design

09/2009 – 06/2011

BA

Philosophy

University of Maryland

08/2003 – 12/2007

EXPERTISE

Historic Sites Management

Project management

Policy Implementation

Historic Preservation Practices

Customer Service

Leadership

Architectural History

Archaeology

HIGHLIGHTS

Develops and administers historic preservation focused policies, procedures and practices.

Known for results-driven strategies saving time and money.

Seven years job experience equivalent to GS-9 level.

Meets Secretary of the Interior's Professional Qualification Standards for Historian and Architectural Historian.

WORK EXPERIENCE

HERITAGE PROGRAM & HISTORIC RESOURCES MANAGER

Howard County Department of Recreation and Parks | Ellicott City, MD | 10/2014– present | Full Time | 40 hrs./week (Grade K)

- Writes and maintains policies, procedures and operational plans based on different needs of twenty-five historic resources.
- Manages a team of sixteen history professionals.
- Secured \$88,500 in grant funding for historic preservation projects and served as project manager for each grant.
- Budget management for staff salaries and expenditures.
- Lead researcher for new interpretive historic signage including histories of marginalized groups.
- Expanded section from two full time staff and eight contingent staff to four full time and currently thirteen contingent staff.
- Achieved greater visibility for the twenty-five historic sites within the Department and in local community through marketing and promotion, social media campaigns and community outreach.

EXTRAS

SPEAKER

Association for Preservation Technology
International/National Trust
Joint Virtual Conference.
10/2020

Presentation titled *Uncharted Waters: Recurring 1,000-Year Floods and the Impact on the Historic District of Ellicott City, Maryland, USA*

AWARD NOMINATIONS

Leadership | Howard County
Department of Recreation &
Parks | 09/2018

Customer Service Team (Public)

Patapsco Female Institute
Historic Park Renovation Project
Howard County Government
09/2016

FEMA CERTIFICATES

ICS-100 Introduction to
Incident Command System
11/2013

IS-00700.a National Incident
Command System | 11/2013

IS-00253.a Overview of
FEMA Environmental and
Historic Preservation Review
Responsibilities | 08/2016

IS-00200.b ICS for Single
Resources and Initial Action
Incident, ICS-200 | 06/2018

VOLUNTEER

Historic Savannah Foundation
Co-chair of Preservation Fest
01/2012-05/2013

SIGMA PI KAPPA

National Historic Preservation
Honors Society | 05/2010

FELLOW | Salzburg Academy
for Media and Global Change
08/2007

WORK EXPERIENCE CONTINUED

HERITAGE PROGRAM COORDINATOR

Howard County Department of Recreation & Parks | Elkridge, MD
07/2013 – 10/2014 | Full Time | 40 hrs./week (Grade H)

- Developed public history programs including local history lecture series, archaeology summer camps, and school field trips to four of our historic sites.
- Led a team of eight history professionals including researchers, docents and heritage tourism programmers.
- Served as community liaison with other local history groups.
- Historical research and archiving primary source materials and artifacts.
- Scheduling events and serving as main point of contact for The Patapsco Female Institute Historic Park.

TEAM LEAD

Urban Outfitters | Savannah, GA | 06/2011 – 07/2013
Part Time Benefitted | 32 hrs./week

This job was taken after graduation from the Savannah College of Art and Design for a temporary source of income while seeking employment in the historic preservation field.

- Provided excellent customer service and sales transactions.
- Visual merchandising and maintaining product inventory.
- Led a team of seventeen sales associates.
- Created a presentation on history of the store building for staff from the Philadelphia Home Office during their visit to the Savannah store in June 2012.

OTHER EXPERIENCE

ADVISOR- EC250 STEERING COMMITTEE | 07/2015-Present.

Planning team for the 250th anniversary of the founding of Ellicott City, MD to provide interpretive history programs at a variety of relevant historic sites.

HISTORIC STRUCTURES REVIEW COMMITTEE | 08/2018-10/2018

Temporary committee formed to assess historic structures damaged in a destructive flash flood on May 27, 2018.

DISASTER RECOVERY CREW | 08/2016 and 06/2018

Part of the Howard County Department of Recreation & Parks team who responded to the aftermath of the highly destructive flash flooding events of July 30, 2016 and May 27, 2018. Assisted businesses and residents with monitored building access, provided water and misting tents to restoration crews, and staffed the Recreation & Parks seat at the Howard County Emergency Operations Center.