

## **The Menil Collection Employment Opportunity**

**Title:** *Matter and Framer*

**Department:** Conservation

**Reports to:** Chief Conservator

The Menil Collection seeks a qualified individual to support the Conservation Department with housing and preparing for exhibition works of art, primarily works of art on paper and paintings.

### **General Responsibilities**

The Matter/Framer is responsible for assisting the department conservators with exhibitions and collections maintenance activities, with an emphasis on safely handling and framing works of art on paper and paintings.

### **Specific Duties**

1. Hinging, matting and installing works in frames in accordance with specified conservation procedures.
2. Careful handling of works of art on paper and paintings.
3. Assist curatorial staff in the selection of frames for exhibitions, including preparation of frame samples.
4. Cutting glazing materials as well as other treatment/housing-related materials.
5. Outfitting and retrofitting frames for both works on paper and paintings.
6. Prepare safe housing for works on paper and construct specialized housings for non-standard or unusually fragile drawings.
7. Prepare exhibition cradles, backings and mounts for books, periodicals and archival materials as needed
8. Prepare material and hourly labor budgets for exhibitions.
9. Maintain inventory and supplies in a framing studio and frame storage area.
10. Research and implement alternative framing strategies
11. Occasional work alongside art services to handle especially large or heavy works of art.
12. Occasional cutting, joining, and finishing frames from stock material.
13. Occasional courier duties.
14. Occasional proctoring duties at Menil Drawing Institute study room.

### **Qualifications**

1. A bachelor's degree is required (studio art, art history or related field preferred) as well as three years of progressive matting/framing experience, preferably within a museum environment. Other art handling or installation experience demonstrating relevant manual dexterity, care and attention to detail will also be considered.
2. Excellent interpersonal and organizational skills to balance work based on exhibition schedules, loan requests from other institutions, conservation treatment projects, and other department priorities.

3. Basic computer skills with additional familiarity of Microsoft Office, Adobe Bridge and Photoshop and Gallery Systems' The Museum System (TMS) collection management software preferred.
4. Must enjoy working in a fast-paced, collaborative work environment.
5. Outstanding oral and written communication skills, attention to detail and the ability to forge effective relationships throughout an organization are essential.

Salary and benefits competitive and commensurate with experience. Please send resume, cover letter, and salary expectations to: Director of Human Resources, The Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: [smmaloch@menil.org](mailto:smmaloch@menil.org)