

The Menil Collection Employment Opportunity

Title: *Conservation Coordinator*

Department: Conservation

Reports to: Chief Conservator

Status: Full-time

General Responsibilities

The Conservation Coordinator is charged with assisting the Chief Conservator in administering the activities of the department and supporting the additional nine department staff as needed.

Specific Duties

Day-to-Day and Monthly

1. Promptly process invoices and maintain departmental copies, digital and paper, in compliance with the Menil Archives Records Retention policies.
2. Review monthly budget versus actual reports generated by the Accounting and Finance Department and work with Chief Conservator to address any necessary spending adjustments, reallocations, or proposed timing of expenses.
3. Prepare reports for petty cash expenditures, credit card reconciliation, and travel reports for the Conservation staff in compliance with Accounting and Finance requirements and deadlines.
4. Manage all subscriptions related to apps, cloud storage, project management, and bibliographic software.
5. Assist department staff in scheduling of facilities work and art movement through the completion of relevant work orders.
6. Purchase equipment and supplies for Conservation studios and offices, expedite orders, and arrange for equipment repair.
7. Assist the Department Conservators in maintaining a supply inventory for the department.
8. Track qualifying expenses for interim and final grant reports and assist in the drafting of these reports.
9. In conjunction with Menil Librarian, maintain the department library and related databases, including ordering and cataloging books.
10. Coordinate Conservation activities with other departments and act as the liaison for general questions and referrals.
11. Coordinate the activities of visiting conservators, including making travel arrangements as needed and processing invoices.
12. Collaborate with the Conservation Records Administrator to manage the Conservation Department's Microsoft SharePoint page

Quarterly

1. Assist the Chief Conservator in the preparation of department activity reports for Board of Trustees meetings, and Annual Reports as needed.
2. Work with the department Conservators and Facilities Department to manage the inventory of fluorescent lamps and fixtures for the permanent Dan Flavin installations at Richmond Hall.

Annually and as needed

1. Assist in the preparation of the annual budgets for the Conservation Department, including the general department, endowed positions, visiting conservators, and special projects, in compliance with Accounting and Finance requirements and deadlines.
2. Assist the Chief Conservator and Advancement Department in preparing grant proposals and drafting required reports.
3. Maintain a technology inventory for the department, including analytical equipment, tablets, laptops, and photographic equipment.
4. Coordinate the purchase and distribution of supplies related to emergency preparedness with department Conservators, Facilities, and Collection Management departments.
5. Conduct onboarding and orientation of new department staff, fellows, and interns.
6. Coordinate activities related to department study days and symposia, including liaising with participants, making travel arrangements as needed, processing invoices, and additional event logistics.

Qualifications

1. Bachelor's degree required, a B.A. in Art History, Museum Studies, or related field of study preferred.
2. Proficiency in Microsoft Office required.
3. Knowledge of Adobe Photoshop Creative Suite, Gallery Systems The Museum System (TMS), and FileMakerPro preferred.
4. Excellent organizational skills, attention to detail, and the ability to prioritize and independently manage workload are essential.
5. Ability to work independently, meet deadlines, and coordinate multiple projects simultaneously.
6. Excellent written and verbal communication skills.
7. Must possess high levels of tact and diplomacy and maintain the highest standard of confidentiality.

How to Apply

For immediate consideration, please email your resume and cover letter to hr@menil.org
You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.