

**The Menil Collection
Employment Opportunity**

Title:	<i>Assistant or Associate Paintings Conservator</i>
Department:	Conservation
Reports to:	Director of Conservation
Status:	Full-time; exempt from overtime
Work location:	Onsite
Application deadline:	September 30, 2023. The preferred start date is December 2023.
Annual salary:	Assistant Paintings Conservator \$60 - 65,000 Associate Paintings Conservator \$70 - 75,000

The Menil Collection in Houston, Texas, is seeking an Assistant or Associate Paintings Conservator to join the Department of Conservation, which consists of a Director of Conservation, four full-time conservators, a shared Andrew W. Mellon Postdoctoral Fellow in Conservation Science (together with the Museum of Fine Arts, Houston), a Conservation Imaging Specialist, a Matter/Framer, an Andrew W. Mellon Fellow in Paper Conservation, and three support staff. Integrated within the iconic Renzo Piano-designed Menil Collection, the conservation facilities comprise shared and dedicated studios for the conservation of paintings, objects, and works of art on paper, as well as analysis and imaging. Since its founding in 1987, the Menil Collection Conservation Department has distinguished itself by publishing treatments and materials research. Of particular note is the department's ongoing commitment to working with living artists, including establishing the Artists Documentation Program (ADP), which interviews artists and their close associates to understand better their materials, working techniques, and intent for conserving their works.

Assistant Paintings Conservator

General Responsibilities

The Assistant Paintings Conservator undertakes research, condition assessments, environmental monitoring, and treatments related to the care and preservation of paintings and painted objects in the care of the Menil Collection. All work must be performed in accordance with the American Institute for Conservation's Code of Ethics and Guidelines for Practice.

Specific Duties

1. Maintain paintings on view in galleries and storage by regularly monitoring the objects and their environments and performing regular dusting or surface cleaning.
2. Respond to incidents involving damage or potential damage to paintings and, analyzing the specifics of each instance, communicate with departments across the museum to mitigate future risk.

3. Prepare paintings for exhibition, loan, or permanent gallery rotations through assessments and reports. Coordinate framing, schedule artwork movements, and request photography of paintings as needed for exhibition, treatment, or loan.
4. Serve as conservation department liaison for selected Menil Collection temporary exhibitions.
5. Determine exhibition, handling, storage, and packing requirements for borrowed objects and those in the collection that will be exhibited or loaned.
6. Coordinate with Art Services and Exhibition Design Departments to develop safe solutions for exhibition casework and decking.
7. Report on the condition of paintings borrowed by the Menil Collection for temporary exhibitions.
8. Assist with installations and de-installations as needed.
9. Perform occasional domestic and international courier duties.
10. Select non-exhibition-driven treatment projects in consultation with the Director of Conservation and Curators, and gather information necessary to create project budgets based on project needs.
11. Assess the condition of paintings acquired by the Menil Collection, ensuring all necessary information is gathered and submitted to the painting's permanent records.
12. Conduct technical studies on the materials and techniques of artists represented in the Menil Collection, coordinate analysis and research with the Director of Conservation, the Andrew W. Mellon Postdoctoral Fellow in Conservation Science, and Curators.
13. Engage with artists, their studio assistants, or estates to document working practices, materials, and installation parameters in written form or video for the Artists Documentation Program (ADP).
14. Attend professional meetings, give lectures, and publish papers.
15. Assist in the general maintenance and upkeep of the conservation studio.
16. Participate in and contribute to public outreach efforts and programs, including the Menil Collection's public and membership programming and social media.
17. Work with departments across the museum to continually improve collaboration and communication and update procedures and policies based on new data and information.

Qualifications

1. A Master's degree from a recognized art conservation program with a specialization in paintings is required, along with substantial practical experience and the ability to develop and undertake innovative treatments.
2. 0-5 years post-graduate experience required.
3. A broad knowledge of traditional materials and techniques is expected, but a demonstrable interest in treating modern and contemporary art is preferred.
4. Excellent verbal and written communication skills
5. Proven experience collaborating in a team environment
6. Strong interpersonal and organizational skills and the ability to prioritize and work independently are essential.

Associate Paintings Conservator

General Responsibilities

The Associate Paintings Conservator undertakes research, condition assessments, environmental monitoring, and treatments related to the care and preservation of paintings and painted objects in the care of the Menil Collection. The Associate Paintings Conservator will also supervise technicians, interns, volunteers, and contract workers as needed. All work must be performed in accordance with the American Institute for Conservation's Code of Ethics and Guidelines for Practice.

Specific Duties

1. In addition to the above duties listed for the Assistant-level position, the successful candidate will:
2. Assess and report on the condition of specific paintings requested for loan prior to departure.
3. Assess the condition of paintings presented for purchase or gift to the Menil Collection.
4. Supervise technicians, interns, volunteers, and contract workers.
5. Serve as an accountable project lead on significant projects such as research symposia, grants, or workshops.
6. Serve as a conservation representative on committees and working groups as needed.
7. Investigate and advise on equipment purchase and provide input on developing the Paintings Conservation Budget.

Qualifications

1. A Master's degree from a recognized art conservation program with a specialization in paintings is required, along with substantial practical experience and the ability to develop and undertake innovative treatments.
2. 5-8 years post-graduate experience required.
3. A broad knowledge of traditional materials and techniques is expected, but a demonstrable interest in treating modern and contemporary art is preferred.
4. Excellent verbal and written communication skills
5. Proven experience collaborating in a team environment
6. Strong interpersonal and organizational skills and the ability to prioritize and work independently are essential.

Benefits

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

How to Apply

Please send a curriculum vitae, contact information for three professional references, and a cover letter to:

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

Application materials may also be emailed to hr@menil.org

International applicants are welcome.

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.

