

**The Menil Collection
Employment Opportunity**

Title: *Conservation Studio Technician, Menil Drawing Institute*

Department: Conservation

Reports to: Conservator of works of art on paper

General Responsibilities

The Conservation Studio Technician, Menil Drawing Institute performs a variety of duties in connection with the preservation and handling of works on paper in the museum's collection and ensures that proper procedures are followed with regard to the care, documentation, and display of those works.

Specific Duties

1. Provide support as needed for activities of the paper conservation studio.
2. Construct specialized housing for works on paper, including mat cutting and the hinging of non-standard or unusually fragile artworks.
3. Assist with preparation of works on paper for exhibitions, loans and study room use.
4. Digital image processing, printing, and filing.
5. Create, organize, and maintain files for works on paper.
6. Collect, chart, and process environmental readings.
7. Perform studio maintenance and orders supplies.
8. Assist in disaster preparedness planning.
9. Serve as a research assistant to the paper lab.
10. Provide administrative assistance in workshop and symposium planning. Arrange travel, develop and manage itineraries and schedules, and perform related duties as needed.
11. Collect micro-fade testing (MFT) and spectrophotometer data under the close supervision of the Paper Conservator (training provided).
12. Support Proctor for drawing study room viewings. Monitor visitors and transport drawings as needed.
13. Perform occasional courier duties.

Qualifications

1. Bachelor's degree and two to three years of experience relevant to the position or the equivalent.
2. The candidate should have excellent manual dexterity and the ability to focus on detailed tasks for long periods of time. Must be in good physical condition and have the ability to lift and carry moderate loads (20-40 pounds).
3. Superior judgement, demonstrated analytical approach and professional initiative.
4. Excellent interpersonal and organizational skills and willingness to work in a fast paced team-oriented environment.
5. Interest and/or background in conservation, science, art or art history preferred.
6. Proficiency in Microsoft Word and Adobe Bridge/Photoshop. Experience with Excel, TMS, and other standard office procedures and equipment preferred. Must have strong aptitude for learning new software programs.

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