

The Menil Collection Employment Opportunity

Title: *Conservation Studio Technician, Menil Drawing Institute*

Department: Conservation

Reports to: Paper Conservator

Status: Full-time

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. The technician works closely with the paper conservator and representatives of all departments at the Menil Drawing Institute.

Specific Duties

1. Provide support as needed for activities of the paper conservation studio.
2. Examines art and writes detailed condition reports.
3. Construct specialized housing for works on paper, including mat cutting and the hinging of non-standard or unusually fragile artworks.
4. Assist with preparation of works on paper for exhibitions, loans, and study room use. May include conservation treatments.
5. Digital image creating, processing, printing, and filing.
6. Collaborate with Conservation Records Administrator to create, organize, and maintain files for works on paper.
7. Collect, chart, and process environmental readings.
8. Perform studio maintenance and order supplies.
9. Assist in disaster preparedness planning.
10. Serve as a research assistant to the paper lab. May participate in public or membership programs produced by the paper lab.
11. Provide administrative assistance in workshop and symposium planning. Arrange travel, develop and manage itineraries and schedules, and perform related duties as needed.
12. Collect spectrophotometer data and micro-fade testing (MFT) under the close supervision of the Paper Conservator (training provided).
13. Assist visiting scholars and transport drawings as needed.
14. Perform occasional courier duties.

Qualifications

1. Bachelor's degree, preferably in studio art, art history, or science.
2. The candidate should have excellent manual dexterity and the ability to focus on detailed tasks for long periods. Must have the ability to lift and carry moderate loads (20-40 pounds). Training is provided on the job for skills specific to the position, but the successful candidate will be able to demonstrate a careful and methodical approach to work and possess fine motor skills.

3. Superior judgment, demonstrated analytical approach, and professional initiative and discretion.
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. Must have a strong aptitude for learning new software programs and proficiency in Microsoft Word. Experience with Adobe Bridge/Photoshop, Excel, database software, and other standard office procedures and equipment preferred.

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.