

The Menil Collection Position Description

Title:	<i>Paper Conservator</i>
Department:	Conservation
Reports to:	Director of Conservation
Status:	Full-time; exempt from overtime
Work location:	Onsite
Annual salary:	\$80-95,000

Application deadline:

Application review for this position will begin on April 7, 2025, and continue until the position is filled.

The Menil Collection in Houston, Texas, is seeking a Paper Conservator to join the Conservation Department, which consists of a Director of Conservation, four full-time conservators, a Paper Conservation Technician, a shared Andrew W. Mellon Postdoctoral Fellow in Conservation Science (with the Museum of Fine Arts, Houston), a Conservation Imaging Specialist, a Matter/Framer, an Andrew W. Mellon Fellow in Objects Conservation, and two support staff. The purpose-built paper conservation lab is located in the Johnston Marklee-designed Menil Drawing Institute (MDI). Inaugurated in 2018, the Drawing Institute fosters scholarship on, and public appreciation of, drawing through collecting, exhibitions, publications and fellowships. Since its founding in 1987, the Menil Collection Conservation Department has distinguished itself by publishing conservation treatments and materials research. Of 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 improve understanding of artists' materials, working techniques, and intent for conserving their works.

General Responsibilities

The Paper Conservator undertakes condition assessments, treatments, environmental monitoring, and research related to the care and preservation of paper-based objects in the care of the Menil Collection. The Paper Conservator will also supervise technicians, interns, 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. Follow both departmental standards and the AIC Code of Ethics and Guidelines for Practice, and collaborate with Conservation Department staff and other departments in the museum (Matting/Framing, Conservation Photography,

Conservation Science, Exhibition Design, Art Handling, Curatorial, Registration, Facilities and beyond) to:

- Document and preserve works of art on paper in the care of the Menil Collection, including condition reporting, treating, performing technical studies, monitoring environmental conditions, responding to incidents, and other activities as required.
 - Advise curators on the condition of works on paper considered for acquisition
 - Prepare works of art on paper for exhibition or loan, including advising on handling, storage, display, and packing requirements; recommending light, humidity, and temperature limits; coordinating framing and photography; serving as conservation liaison for select temporary exhibitions; and performing occasional domestic and international courier duties.
 - Engage with artists, their studio assistants, or estates to document working practices, materials, installation parameters, and views on conservation for the Artists Documentation Program.
2. Represent the Conservation Department on select internal committees and working groups.
 3. Serve as the Conservation Department's emergency planning and response lead for the Menil Drawing Institute.
 4. Participate in the upkeep of the paper conservation studio, advising on equipment upgrades.
 5. Contribute to outreach efforts, including public and membership programming, social media posts, and short website features.
 6. Develop and lead projects such as research symposia, grants, or workshops in consultation with the Director of Conservation and, when applicable, with the MDI Chief Curator.
 7. Pursue professional development and scholarly endeavors in the conservation field, taking advantage of professional development funds to attend meetings or workshops, give lectures, or publish research.
 8. Work with departments across the Museum to foster an environment of excellence, improve collaboration and communication, and update procedures and policies based on new data and information.
 9. Partner with the Director of Conservation to establish work priorities and develop strategic, multi-year goals and budgets.
 10. Perform other duties according to priorities as assigned by the Director of Conservation.

Qualifications

1. A master's degree from a recognized art conservation program with a specialization in paper is required, along with substantial practical experience and the ability to develop and undertake innovative treatments.
2. 8+ years of postgraduate 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. Demonstration of subject-matter expertise through scholarly publications and presentations.
5. Excellent verbal and written communication skills.
6. Proven ability to prepare and manage budgets.
7. Proven experience collaborating in a team environment and preferred experience supervising interns, fellows, or conservators.

8. 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.

Relocation assistance is available.

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.