

## **The Menil Collection Employment Opportunity**

**Title:** *Associate Paintings Conservator or Paintings Conservator*

**Department:** Conservation

**Reports to:** Director of Conservation

**Status:** Full-time; exempt from overtime

**Work location:** On-site

**Application deadline:**

Application review for this position will begin on July 11, 2025, and continue until the position is filled.

**Annual salary:** **Associate Paintings Conservator \$70-75,000**  
**Paintings Conservator \$80-95,000**

The Menil Collection in Houston, Texas, is seeking an Associate Paintings Conservator or 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 Object Conservation, a Paper Conservation Technician, an Artists Documentation Project Archivist, and two support staff. Integrated within the iconic Renzo Piano-designed Menil Collection, the conservation facilities comprise shared and dedicated studios for the conservation of paintings and objects as well as analysis and imaging. The paper conservation lab is in the Menil Drawing Institute, a separate building on the Menil campus. Since its founding in 1987, the Menil Collection Conservation Department has distinguished itself by publishing research on treatments and materials. Notably, the department maintains an ongoing commitment to collaborating with living artists, as evidenced by the Artists Documentation Program (ADP), which aims to enhance understanding of artists' materials, working techniques, and intentions through recorded interviews.

### **General Responsibilities**

The Associate Paintings Conservator or Paintings Conservator undertakes treatments, condition assessments, environmental monitoring, and research related to the care and preservation of paintings and painted objects in the care of the Menil Collection. The Associate Paintings Conservator or Paintings 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 (namely Matting/Framing, Conservation Photography, Conservation Science, Exhibition Design, Art Handling, Curatorial, Registration, and Facilities) to:

- Document and preserve paintings 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 paintings considered for acquisition.
  - Prepare paintings 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. Participate in the upkeep of the painting conservation studio, advising on equipment upgrades.
  3. The Associate Paintings Conservator will participate in, and the Paintings Conservator will lead the planning, policy establishment, and budgeting of the paintings studio.
  4. Represent the Conservation Department on select internal committees and working groups.
  5. Serve on the Menil Emergency Response team as the conservation point person for a designated campus building.
  6. Contribute to outreach efforts, including public and membership programming, social media posts, and short website features.
  7. The Associate Paintings Conservator may, and Paintings Conservator will develop and lead projects such as research symposia, grants, or workshops in consultation with the Director of Conservation.
  8. The Paintings Conservator will partner with the Director of Conservation to develop strategic, multi-year goals and priorities for the conservation of the Museum's collection of paintings.
  9. Pursue professional development and scholarly endeavors in the conservation field, taking advantage of available professional development funds to attend meetings or workshops, give lectures, or publish research.
  10. 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.
  11. Perform other duties as assigned by the Director of Conservation, according to priorities.

## **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 of postgraduate experience is required for an Associate Paintings Conservator; 8+ years of postgraduate experience is required for a Paintings Conservator.
3. A broad knowledge of traditional materials and techniques is expected, but a demonstrable interest in treating modern and contemporary art is preferred. Paintings Conservator candidates should have a record of independent or lead author professional publications and/or presentations.
4. Excellent verbal and written communication skills.
5. Proven experience collaborating in a team environment and preferred experience supervising interns, fellows, or conservators, particularly at the Paintings Conservator level.
6. Paintings Conservator candidates should have proven ability to prepare and manage budgets.
7. Strong interpersonal and organizational skills, as well as 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 indicating the position for which you are applying (Associate Paintings Conservator or Paintings Conservator) to:

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

Application materials may also be emailed to [hr@menil.org](mailto: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.