

MFA *The Museum of Fine Arts, Houston*

Position Available

Title:	Paper Conservation Technician
Reports To:	Conservator, Works on Paper, Conservation
Pay Type:	Full-Time, Regular, Non-Exempt, 35 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Beck Building, non-smoking facility

Job Description:

The Museum of Fine Arts Houston invites applications for the position of Conservation Technician within our Conservation department. The Conservation Technician assists the Paper Conservator to restore, maintain, or prepare artworks in the Museum collections for storage, research, or exhibit. The successful candidate will assist the Paper Conservator on various aspects of lab activities, from examination and documentation to the lab and workflow organizations.

Responsibilities:

- Assist the Paper Conservator on examination and documentation of artwork using magnification, specular, raking, and ultraviolet light.
- Carry out photo-documentation following existing protocols.
- Carry out basic treatments on paper based objects.
- Enter conservation reports into TMS.
- Work with Registration and Preparation in preparing and installing of exhibition.
- Coordinate workflow related movement of artworks between the Museum and off-site storage locations.
- Perform routine tasks of laboratory house-keeping, such as putting supplies and equipment away, and cleaning counters and work benches.
- May be involved in environmental monitoring, packing of artwork, collection housing, housekeeping or gallery maintenance, and emergency preparedness and disaster recovery.

Qualifications:

- One to three years related education, training, and/or experience, preferable in a museum setting.
- Use Microsoft Office to write and prepare routine reports and correspondence.
- Ability to problem solve and attention to details.
- Knowledge of safe art handling practices and principles of professional museum collection care and respect for works of art.
- Make responsible judgements about workplace safety using knowledge about lab safety and art studio maintenance.
- Effectively communicate verbally and maintain effective working relationship with supervisor, staff, and other co-workers by contributing to a positive organizational culture based on mutual respect, collegiality, collaboration and openness to many perspectives.

The Museum is an equal opportunity employer dedicated to a policy of nondiscrimination in employment without regard to race, creed, color, age, gender, gender identity, sexual orientation, religion, national origin, genetic information, disability, or protected veteran status. For more information, visit our website at <http://mfah.org/about/careers/>.

MFA *The Museum of Fine Arts, Houston*

- Knowledge of TMS, Photoshop and Environmental Monitoring desired, but not required
- Climb ladders, lift up to 50 lbs. and stand for long periods of time.

How to Apply:

Send resume to Human Resources, Job 19-027CON, P.O. Box 6826, Houston TX 77265-6826;
Fax 713-639-7508 or email: jobs@mfah.org.