

# MFA *The Museum of Fine Arts, Houston*

## **Position Available**

Title:	Paper Conservation Technician
Reports To:	Lead Paper Conservator
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 PAPER CONSERVATION TECHNICIAN within our Conservation department. The Paper Conservation Technician will assist the Paper Conservator to restore, maintain, or prepare artworks in the Museum collections for storage, research, and/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 departments in preparing for and installation of artworks for exhibition.
- Coordinate workflow related to the movement of artworks between the Museum and off-site storage locations.
- Perform routine tasks of laboratory housekeeping, such as storing supplies and equipment 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 – Skills, Knowledge and Abilities:**

- Strong organizational and problem solving skills, combined with meticulous attention to detail and follow-through.
- One to three years of related education, training and/or experience, preferable in a museum setting.
- Advanced knowledge of Microsoft Office Suite.
- Solid writing skills needed to prepare routine and detailed reports and correspondence.
- Knowledge of safe art handling practices and principles of professional museum collection care and respect for works of art.

*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/>.*

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- Demonstrated ability to make responsible judgements about workplace safety using knowledge about lab safety and art studio maintenance.
- Effective communicator – work history which includes ability to maintain effective working relationships by contributing to a positive organizational culture based on mutual respect, collegiality, collaboration and openness to many perspectives.
- Positive, sense of humor and ability to remain calm under pressure
- Knowledge of TMS, Photoshop and Environmental Monitoring also preferred but not required!
- Flexible schedule with occasional ability to work outside of “normal” workday as needed.

## **Education and Experience:**

- Associate or Bachelor's degree in related field OR an equivalent combination of experience and education from which comparable and demonstrable knowledge, skills and abilities have been achieved.
- Two (2) or more years of administrative experience

## **Physical Demands:**

Must be able to move objects, and use abdominal and lower back muscles to provide support. Constant movement and use of limbs. This position requires good manual dexterity, coordination and stamina combined with the ability to bend, stoop, stand, walk, reach, and occasionally climb. Ability to lift up to 30 lbs. unassisted and occasionally lift up to 50 lbs. with assistance.

## **Request Assistance**

*If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability.*

Via email – [hr@mfah.org](mailto:hr@mfah.org)

Telephone – 713-639-7560

## **Reasonable Accommodation:**

*Applicants with disabilities may contact MFAH Human Resources to request and arrange for accommodations. If you need assistance to accommodate a disability, you may request an accommodation at any time.*

Via email – [hr@mfah.org](mailto:hr@mfah.org)

Telephone – 713-639-7560

## **How to Apply:**

Send resume to Human Resources, Job 20-025CON, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: [jobs@mfah.org](mailto:jobs@mfah.org).