

Position Available

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| Title: | Assistant Paper Conservator |
| Reports To: | Conservator of Works on Paper, Conservation |
| Pay Type: | Full-Time, Regular, 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, a non-smoking facility |

Responsibilities:

The Museum of Fine Arts, Houston is currently accepting applications for the position of Assistant Paper Conservator in the Paper Conservation Section of the Conservation Department. The primary responsibility of the Assistant Paper Conservator will focus on conservation of a range of paper based items, including European and American art on paper, Islamic Art of India and South Asia on paper and parchment, East Asian scrolls and screens, as well as minor work on photographs. The Assistant Conservator will perform conservation activities in examination, documentation, analysis, research, treatment and long-term preservation in close collaboration with conservation, curatorial, and collections care staff. The Assistant Conservator will also evaluate and track loan requests, help in the creation and execution of collections surveys, and facilitate the daily activities of Interns. The Assistant Paper Conservator will report to the Conservator of Works on Paper of the MFAH Conservation Department.

Skills, Knowledge and Abilities:

- Ability to partner effectively and work as part of a team
- Knowledge of documentation procedures including digital photography and other imaging techniques
- Understanding of and adherence to the AIC Code of Ethics and Guidelines for Practice
- Strong interpersonal and written communication skills

Education and Experience:

- Graduate degree in conservation with a specialization in conservation of works of art on paper from a recognized training program or equivalent experience
- Two (2) or more years of work experience in the conservation of paper based items, preferably in a museum or library conservation department setting

Other:

- This is a 3 year funded position

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MFA *The Museum of Fine Arts, Houston*

How to Apply:

Send resume to Human Resources, Job 17-136CON, P.O. Box 6826, Houston TX 77265-6826;
Fax 713-639-7597 or email: jobs@mfah.org or apply at <http://mfah.org/about/careers>

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