



POSITION DATA:

JOB TITLE: Assistant or Associate Conservator
DEPARTMENT: Collections
REPORTS TO: Head of Conservation
CLASSIFICATION: Exempt
DATE: August 2022

POSITION OVERVIEW:

The Assistant or Associate Conservator reports to the Head of Conservation and is responsible for the preventive care and conservation treatment of art and artifacts in the collection of the 9/11 Memorial Museum, including three-dimensional objects, paper, photographs, paintings, textiles, and digital and time-based media. Some artifacts exhibit damage sustained on 9/11, which is a part of their historical and interpretive significance. Research and other work toward an improved understanding of the collection and methodologies for its long-term preservation is an equally important part of the position. It is expected that the Assistant or Associate Conservator will remain current with advances in the conservation field and be an active member of the community. This role will also provide expertise to support acquisitions, loans, exhibitions, and other undertakings fundamental to the Museum's operations, building on a strong culture of internal teamwork between Curatorial, Registration, Exhibitions, Education, and Buildings & Grounds colleagues.

This is an exempt, full-time 40 hour/week position and work will take place during business hours. However, with advance notice, schedules may be adjusted to accommodate special projects which involve early morning or evening hours.

ESSENTIAL FUNCTIONS:

- Carry out examination, documentation, survey work, and conservation treatment of artifacts in the Museum's collection in compliance with the Museum's Collections Management policy and accepted professional standards, inclusive of the AIC Code of Ethics and Guidelines for Practice.
- Consult with the relevant community stakeholders on conservation work as needed and appropriate.
- Prepare condition documentation for acquisition, loans, and exhibitions.
- Contribute to condition review and decision making for outgoing loan requests.
- Participate in the preventive maintenance of the collection, demonstrating proficiency in environmental monitoring, microclimates, and integrated pest management.
- Carry out technical research relevant to the Museum's collection or conservation-related topics.
- Construct or consult on custom storage containers for artifacts or works of art with special needs.
- Travel domestically and internationally as needed to courier artworks in connection with loans.

OTHER RESPONSIBILITIES

- Assist in the management of projects for volunteers, conservation interns, technicians, and contractors, as appropriate.
- Disseminate conservation activities and research in a range of platforms including public and professional lectures and print and digital publications.
- Participate in special department projects, especially those involving collections storage, object transport, emergency response, and exhibition.
- Recommend new equipment and lab upgrades.
- Assist in the maintenance of the lab and related equipment.
- Purchase supplies and equipment for conservation activities.
- Review and assist in routine office or department tasks or assignments, as requested.
- Other duties as assigned.

REQUIRED SUPPORT FOR ORGANIZATIONAL EVENTS

- Participate in the Annual 5K Fundraiser and September 11th Commemoration.
- Assist with other special projects and events in support of the 9/11 Memorial & Museum mission, as assigned.

QUALIFICATIONS/SKILLS REQUIREMENTS

- Graduate degree in conservation or preservation required.
- For Associate level, minimum of 3 years of conservation experience working with museum-quality objects and historical media.
- Expertise in the conservation of plastics and/or contemporary materials preferred.
- Advanced knowledge of conservation ethics, principles, and techniques, as well as awareness of and commitment to professional museum best practices through membership in professional organizations and attendance at meetings, workshops, and seminars.
- Conversant with analytical methods and recent technologies in the field.
- Experience with multi-band imaging techniques preferred.
- Ability to write clearly and concisely.
- Ability to work on a lift and ladder required. Pertinent training will be provided.
- Detail oriented, flexible, and resourceful; a team player who embraces the collaborative benefits of museum work.
- Experience managing multiple concurrent projects while maintaining flexibility with shifting priorities/deadlines.
- Value trust, transparency, and differing perspectives and communication styles.
- Commitment to advancing the organization's mission.
- Proficiency with MS Word, Excel, Outlook, and PowerPoint required.

HOW TO APPLY

- Include position you are seeking in the email subject field.
- State the location where job posting was seen.
- Send resume and cover letter addressed to Kerith Koss Schragger, Head of Conservation to 911mmcollectionsjobs@911memorial.org.
- Conservators from all specialties and backgrounds are encouraged to apply.
- Applications will be reviewed until the position is filled with priority given to

- applications received by **September 2, 2022**.
- Selected candidates will be invited for virtual interviews to include a brief portfolio presentation.
- Relocation expenses are not provided.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices, and group conference rooms. The noise level in the office environment is typically low. Employee will be required to comply with organizational Health and Safety Plan. Minimal travel is required.

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- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business- related duties as assigned by the supervisor or other management.
 - The organization reserves the right to change, modify, or reassign job responsibilities, duties, and scheduled work hours as per business needs.