POSITION DATA

JOB TITLE: Conservation Technician
DEPARTMENT: Collections
REPORTS TO: Associate Conservator
CLASSIFICATION: Nonexempt
DATE: August 2021

POSITION OVERVIEW:
The National September 11 Memorial & Museum seeks a Conservation Technician (CT) to serve as a ‘hands-on’ collections-care provider in the public spaces and storage areas of the Museum. The CT’s responsibilities will primarily support preventive conservation efforts at the Museum, working primarily with physical objects in the collection but supporting stewardship of the Museum’s accessioned digital assets. The CT will assist in the safe handling/transit, storage, exhibition and outgoing loan preparation, and routine maintenance of objects in the collection. The scope of these holdings is diverse in medium, scale, type, and inherent condition, and includes material evidence, memorial and tribute items, artwork, historical records, and web-based artifacts relating to the terrorist attacks of February 26, 1993, and September 11, 2001, and their repercussions.

The incumbent reports to the Museum’s Associate Conservator. Work will generally take place during standard business hours. However, with advance notice, schedules may be adjusted to accommodate special projects which involve early morning or evening hours. Comprehensive training will be provided to familiarize the CT with the Museum’s equipment, software, art handling and PPE protocols and other collection policies.

ESSENTIAL FUNCTIONS
- Maintains and cleans open mount artifacts in the Museum’s exhibition spaces and monitors for any changes in condition.
- Locates and moves objects to/from the Museum’s storage spaces and update locations in Collective Access, its collections management system.
- Assists with preventive conservation activities including monitoring and collecting environmental data using data loggers and liaising with the Museum’s Integrated Pest Management vendor. Documents and reports on any noted pest activity in collection, exhibition, or storage areas and coordinates responses with Associate Conservator.
- Assists in managing collections and conservation workspaces, including ordering, and maintaining supplies, budget tracking, and preparing equipment for use.
- Contributes to the maintenance of conservation lab and collection storage areas for safety, cleanliness, and efficiency.
- Serves as member of the Museum’s interdepartmental exhibitions installation team, helping to prepare objects for installation, and assisting with scheduled exhibition rotations.
• Liaise with other departments as needed, including Exhibitions, IT, Buildings and Grounds, Security, and Rights and Reproductions.
• Assists with packing and unpacking works of art, artifacts, and ephemera.
• Assists with written and photographic conservation documentation.
• Assists with periodic assessment and housing of select tribute material left on the outdoor Memorial
• Assists with the creation of replicas for exhibition, as needed.

VOLUNTEER REQUIREMENT
• Participates in the Annual 5K Fundraiser and September 11th Commemoration, as assigned.
• Assists with other special projects and events in support of all 9/11 Memorial and Museum, as assigned.

QUALIFICATIONS/SKILLS REQUIREMENT
• High School Diploma or GED required, strong interest in history, art, and/or museums a plus
• Mechanical aptitude and experience working with hand and power tools
• Demonstrable technology skills, including comfort with databases, word processors, and digital images
• Ability to effectively manage multiple projects and meet assigned deadlines
• Comfort working at heights on aerial lifts, ladders, and scaffolding (relevant training will be provided)
• Enjoy collaborative work in a small team format charged with broad responsibilities
• Openness to working with materials associated with the traumatic heritage of 9/11
• Value trust, transparency, and differing perspectives and collegial communication styles
• Detail-oriented and responsible
• Positive attitude, flexible, and a professional demeanor, including discretion and sensitivity to the content of a Memorial Museum

PREFERRED SKILLS
• Background in art, framing, or fabrication
• Experience designing and building custom housings or crating for art and/or artifacts
• Experience and accuracy working with a collections management database such as Collective Access or TMS

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 to 911mmcollectionsjobs@911memorial.org.

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 usually low. Employee will be required to comply with organizational Health and Safety Plan. Minimal travel is required.

- 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.
- This document is a communication tool and not intended as a written or implied contract of employment.