

CONSERVATION FRAMER - DEPARTMENT ASSISTANT

Position Description

Dept: Conservation	Reports to: Conservators	Direct Reports: N/A	
Type: Full-time	FLSA: Non-Exempt	Date: 9/24/2019	Rev. Date:

POSITION DESCRIPTION

This hybrid position includes responsibilities for the mounting, matting and framing of works on paper in the museum's collection as well as supporting the general workflow of the conservation department. Works closely with Conservators in many aspects of collection care. Works regularly with Registrars, Preparators, and Museum Designer in the maintenance of the museum's active loan and exhibition programs.

ESSENTIAL RESPONSIBILITIES

As the museum framer, primary responsibilities include housing works on paper to strict archival standards, mounting / hinging works, cutting custom matts and framing and un-framing.

As a supporting member of the Conservation Department responsibilities **may** include the following activities carried out under the supervision of the conservators: glazing paintings, monitoring and dusting collection objects, assisting in the preparing works for loan, assisting with condition reporting, assisting in in the installation and de-installation of exhibitions, attending meetings in collaboration with other departments, and other Conservation related activities depending on candidates experience and abilities.

MINIMUM REQUIREMENTS

Education and Experience

- Bachelors' degree in related field, such as studio art, art history, or museum studies.
- Minimum one year experience in professional museum quality framing

Skills and Abilities

- Demonstrated skills and experience in mount-making, matting, and framing works on paper.
- Demonstrated ability to follow approved art handling protocols
- Excellent communication and documentation skills
- Experience with database management
- Must demonstrate exceptional hand skills
- Strong attention to detail and excellent organizational skills.
- Ability to respond quickly to unexpected challenges and shifting priorities.
- Ability to work well independently and collaboratively and contribute to a collegial work environment

WORKING CONDITIONS

The physical requirements and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job or may be encountered while performing the essential functions of this job.

Physical:

Primary functions require sufficient physical ability to work in an office, workroom and gallery setting and operate light equipment and tools. This includes frequent walking, bending and stooping, squatting, reaching above and at shoulder height, kneeling, balancing above standing, sitting, lifting of objects weighing up to 50 lbs. or more when lifting in pairs; occasional pushing/pulling, twisting at waist; manual dexterity to operate computer keyboard, grasp writing materials; strength to grasp hand and power tools. Good balance is required.

While performing the duties of this job, the employee is frequently required to talk or hear, stand, sit, walk, use hands to finger, handle or feel, and reach with hands and arm and to reach above shoulder height. The employee is required to visually or otherwise identify, observe and assess. Other vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employee is required to move about their work area, between buildings, climb up and down ladders, ascend and descend stairs while carrying equipment/supplies, handle various types of power and manual equipment. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate and occasionally requires the use of hearing protection equipment.

Environment:

Climate controlled art museum with display galleries, art storage areas, standard offices, workrooms, studios, café, kitchen, library/archives, theater, museum shop, mechanical rooms and other non-public spaces. Work environment is formal and informal, team-oriented, having routine and variable tasks with variable pace and pressure. Work is generally performed but some work (i.e. artwork shipments) is done outdoors in daytime and night time hours in shifting weather conditions.

NOTICE

The preceding job description indicates the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

TO APPLY

We are a progressive, equal opportunity employer and all candidates are encouraged to apply. You can do so by sending a cover letter (noting the reason for your interest) plus your resume to: staffing.curatorial@wadsworthatheneum.org. Submissions will be reviewed and acted upon as received. If this posting is active, then the position remains open.