

Position Announcement

ICA Conservation Preparator



ICA-Art Conservation seeks a creative and energetic Conservation Preparator to provide comprehensive support to a dedicated team of conservators and collections care professionals. This position entails a broad range of fine art preparation duties including handling, packing, crating, installation, and framing, as well as conservation lab tasks such as materials preparation, equipment maintenance, and hands-on assistance with preservation and conservation projects across an array of media and contexts, in the lab and on site. The Conservation Preparator must have excellent hand-eye coordination, color acuity, and attention to detail. The Conservation Preparator is a key member of the ICA team. This position reports to the Director of Collection Services.

Duties:

- Move, pack, and handle art and objects of all types and sizes
- In consultation with conservators, design and construct housings, mounts, mats, frames, crates, etc. for a variety of object display, storage, treatment, and transportation contexts
- Design and implement improvements to lab, storage, and shop areas
- Maintain an inventory of tools, equipment, and supplies in the lab and for the preparation of object housing and display
- Prepare proposals and estimates for packing, framing, installation and other related requests
- Collect/deliver objects locally. Install or coordinate and supervise installation of objects onsite
- Assist in digital photo-documentation of conservation projects
- Participate in educational initiatives, such as tours, workshops, etc.
- Maintain lab spaces and storage areas, including dusting, sweeping, paint touch-ups, changing lights, organizing supplies, and other related tasks

Qualifications

- High School Diploma
- A Bachelor's degree in Studio Art, Art History, or other related discipline is preferred.
- Previous experience in Museum, Archive, Library, and/or Historical Society contexts is preferred

Knowledge and Skills Required

- Experience with handling two- and three-dimensional art and cultural objects
- Woodworking
- Project coordination
- Knowledge of a variety of building and conservation materials, equipment, and techniques
- Experience in safe operation and maintenance of hand and power tools, fork and scissor lifts
- Competent use of job-related computer software (Microsoft Office Suite)

The ideal candidate will be able to:

- Work independently and collaboratively in a team environment
- Communicate professionally and effectively, verbally and in writing
- Follow directions carefully and precisely and read and follow diagrams and schematics
- Set priorities and organize work flow
- Execute details under pressure
- Problem-solve creatively

This job requires significant manual labor including:

- Standing for long periods, stooping and bending
- Safely using ladders and scaffolding and climbing stairs frequently
- Lifting 50 pounds
- Wearing protective gear
- Work in locations ranging from confined spaces to the open air in all weather

The person hired must have:

- A valid driver's license and be able to drive a small box truck
- The availability to travel locally and out of state, sometimes overnight

Benefits and Work Week:

This is a full-time, salaried position with a generous benefits package that includes health insurance, contribution to a 403(b), paid vacation, and other benefits. ICA works a 37.5-hour work week.

Please send a resume and cover letter to info@ica-artconservation.org. Interviews will begin immediately, so please apply promptly

About ICA-Art Conservation

For seventy years, ICA has provided exemplary professional conservation and preservation services to organizations and individuals throughout the region and around the world. Today, as a 501(c)3 nonprofit, ICA serves museums, libraries, non-profit organizations, governmental agencies, corporations, and private individuals to conserve and preserve our artistic and cultural heritage. Each year ICA undertakes over 350 conservation projects ranging from treatment of old master's paintings from major art museums to keepsakes from small town historical societies and families. ICA also offers specialized services such as site assessments, collection surveys, disaster response planning and response, and grant assistance. ICA reaches out annually to more than 5,000 people of all ages through educational programming for art and heritage professionals, students, collectors, and the general public, offering regular hand's-on workshops, tours, presentations, and informational consultations.

ICA's mission and vision is to be the leading professional conservation service provider, educator, and advocate to museums, libraries, public institutions, and private individuals in our community ensuring the preservation of the artistic and cultural heritage throughout the region.

ICA's Racial Equity, Equity, Diversity, and Inclusion Statement

ICA's mission is to preserve the corpus of human visual material culture -- artistic, historic, scientific, and cultural – for all people today and in the future. Our work touches on objects born of all cultures, all times, all geographies, and all belief systems. It is imperative that ICA conduct its work within an environment that transcends any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, age, veteran status, citizenship, immigration status, disability or protected class. All perspectives are relevant, vital, and welcome in the development and implementation of the best solutions to conserve and preserve our visual material culture.