

THE HENRY FORD

POSITION MANAGEMENT GUIDE

TITLE: Senior Conservator
TEAM: Conservation
BUS/SUPPORT: Historical Resources

SUMMARY OF PURPOSE

Responsible for the execution and supervision of artifact conservation activities for exhibitions, loans, condition surveys and the general care of assigned collections and storage areas. Manages assigned staff, laboratories, work areas and budgets. Serves as conservation and/or preservation liaison on assigned projects including condition surveys, storage upgrades, artifact loans and grant projects. Provides training and supervision of conservators, specialists, technicians, volunteers and general museum staff as assigned. Reports to the Chief Conservator / Head of Preservation.

ESSENTIAL FUNCTIONS

1. Working within the institutional strategic priorities, carries out conservation examination, treatment and documentation as assigned. Designs and manages condition surveys and assessments of assigned collections in order to establish treatment priorities, facilitate new accessions, proposed deaccessions and the work of the Collection Evaluation Initiative. Works in a manner that adheres to current standards and the American Institute of Conservation Code of Ethics and Guidelines for Practice. Remains abreast of current conservation and analytical techniques.
2. Provides daily training, technical and administrative supervision for assigned conservators, specialists, technicians and volunteers. Provides preservation training for general museum staff as assigned. Ensures that work is conducted in a safe manner.
3. Manages the conservation and preservation component of assigned projects including building restorations, exhibitions, special programs and grant writing. This may include coordination with Experience Design managers and outside contractors.
4. Provides assistance to the Chief Collections Manager and Senior Preventative Conservator in the execution of collection storage upgrades and the management of assigned storage areas. Oversees the movement of collections as required. Assists in the development and implementation of strategic plans that contribute to the protection and safe movement of the collections.
5. Responsible for the formulation and tracking of all associated budgets and expenses.

6. Ensures that labs are maintained in a clean, organized and secure condition for the safety of collections and staff.
7. Carries out research on assigned administrative or conservation projects. Utilizes technical knowledge to assess the feasibility of using collection items in programming, exhibition, loans and marketing displays.
8. Initiates and participates in fundraising for preservation management activities.
9. Acts as public spokesperson for the museum, representing his/her area of expertise, or as senior staff member.
10. Performs other activities as necessary.
11. Contributes to the effective team management of all problems, issues and opportunities.
12. Acts as a team player and provides expertise within team and with other teams as appropriate.

MINIMUM REQUIREMENTS

Requires MA in conservation or equivalent training and 5 years supervised conservation treatment experience. Advanced knowledge of general conservation including microscopy, material science, elementary analysis, and photography. General ability to use Windows-based computers; good oral and written communication skills; good hand-eye coordination. Three years management experience preferred.

SPECIAL SKILLS

General understanding of exhibit case construction; climate control; exhibit lighting; textile, paper, metal, wood, glass, ceramics and functional artifact conservation.

PHYSICAL/MENTAL/ENVIRONMENTAL

- Physical: Sitting: 40%
 Standing/Walking: 60%
- Lifting: Infrequent / light
- Vision: Normal
- Other: Must have good hand-eye coordination. Must be able to pass physical examination and to wear a respirator.
- Mental: Problem-solving and interpretive skills required. Must be able to coordinate work on multiple, simultaneous deadlines.
- Environment: Laboratory/shop environment; exposure to chemicals and mold.