

Director of Conservation  
*Conservation Center for Art & Historic Artifacts*  
Job Description

Reporting to the Executive Director, the Director of Conservation will manage, maintain, develop, and strengthen CCAHA's conservation services while working externally to advance the Center's position as a national leader in the documentation, treatment, and preservation of cultural heritage, especially works of art on paper, photographs, and library and archival materials. This position has both internal and external facing responsibilities, including maintaining the quality of CCAHA's conservation services, project management, client communications and outreach, business development, staff mentorship, and helping to cement the Center's position as a thought leader in the field.

Direct Staffing Reports: 10  
Indirect Staffing Reports: 7

**Responsibilities:**

Conservation Laboratory

- Manages the Center's conservation lab, which generates approximately \$2 million in revenue annually. Responsible for the quality and productivity of the conservators and technicians in the paper, book, housing, and digital imaging departments.
- Recruits, supervises, and evaluates the conservation, framing, and digital imaging staff
- Assigns and schedules treatments and oversees all projects that are assigned to the lab.
- Works with the Deputy Director to improve workflows and to monitor monthly level of productivity and profitability in the lab.
- Works with the Deputy Director and Manager of Administration on pricing and billing for conservation treatment, digitization, and consulting projects.
- Works with clients in developing, planning, and executing conservation treatments, on-site consultations, and preservation assessments.
- Administers CCAHA's competitive fellowship and internship programs
- Prepares written responses to requests for proposals for conservation services.
- Maintains a schedule of staff meetings
- Acts as a mentor and consultant to conservators and technicians during conservation treatments, giving advice and guidance on treatments as necessary.
- Checks and approves condition reports, treatment proposals, time estimates, and final reports written by the conservation staff.
- Maintains awareness of trends and best practices in the field so that CCAHA can maintain a leadership position in the field and meet client needs.

External Relations

- Understands the needs of and maintains familiarity with trends in museums, libraries, and archives.
- Communicates with clients regarding projects in progress and potential future projects to ensure that expectations are met and that they are satisfied with their CCAHA experience

- Represents CCAHA by attending and presenting at professional conferences and teaching educational programs, as necessary
- Takes an active role in CCAHA business development program through outreach activities such as making regular visits to current and potential clients. Support the conservation staff in business development activities.
- Works with the senior administrative team to develop and enforce criteria for positive client engagement with CCAHA.

#### General Administration

- Ensures that CCAHA continues to uphold the highest standards as they relate to AIC's Code of Ethics and Guidelines for Practice.
- Collaborates with senior staff to execute CCAHA's strategic plan and business plan.
- Fosters cross-departmental collaboration for execution of projects, development of workshops and technical publications.
- Manages the supply budget for conservation, housing, and digitization.
- Assists with conceptualization and planning of grant-funded programs.
- Encourages and promotes professional development among the conservation staff.
- Attends administrative and all staff meetings, as necessary.
- Engages in CCAHA Board committees
- Other duties as required

#### Qualifications

- Master's of Arts or Science degree in art conservation or Master's degree in library science, art, or art history plus a certificate of advanced study in conservation.
- Significant experience working in the field of conservation
- Prior supervisory experience
- Familiarity and comfort with the Microsoft Office Suite of programs and project management /time tracking solutions
- Willingness and ability to travel to attend conferences and visit clients
- Flexibility and willingness to work as part of a team