



## **Director of Registration, Project Management, & Collection Services**

June 2021

### **Position Summary**

The Director of Registration, Project Management, & Collection Services manages people, information, projects, and objects to assure the successful approval, efficient performance, and timely completion of ICA conservation and collection care projects and services through a series of interrelated responsibilities: liaising with clients, administering proposals and contracts, creating and managing project documentation, and coordinating the work of conservation and collections care at ICA. Through these actions and associated office management functions, the Director supervises the day-to-day operation of ICA workflow.

This position liaises with ICA staff, interacts with all ICA clients, supervises the Conservation Photographer, and works with student interns as needed. The Director reports to the Executive Director and is considered a member of senior staff.

### **Duties and Responsibilities**

#### Project Management:

- Serves as public face of ICA to clients, facilitating all client communication
- Coordinates projects in four conservation labs and collection care services
- Establishes and maintains project schedules, balancing priorities and demands
- Maintains digital lists of active ICA projects and their status
- Tracks project statistics for regular reports to the Executive Director and Board
- Schedules, catalogs and organizes digital photo documentation
- Tracks object status and location at ICA
- Assures accurate, timely billing and monitors payment status
- Responds to RFPs in collaboration with the appropriate staff: writes, edits, illustrates, assembles and submits complex proposals and subsequent reports, as required
- Reviews contracts to assure compliance with all client specifications
- Proactively identifies projects, researches government and other websites for potential projects, and cultivates relationships with current and potential clients
- Reviews and establishes systems to standardize procedures and improve efficiency

#### Registration:

- Schedules conservation consultations and meets with clients as required
- Assigns project numbers, creates and manages electronic, QuickBooks, and paper files
- Administers standard ICA conservation contracts
- In collaboration with staff, prepares and submits written treatment proposals and reports
- Provides certificates of insurance and proofs of Workers' Compensation coverage
- Maintains master mailing list of ICA clients
- Designs and updates forms and processes, as needed
- Implements security procedures, including key control

- Remains abreast of current best practices for contract, facility and risk management

#### Collection Services:

- Arranges packing, shipping, movement, and access to objects
- Coordinates collection care services projects with the appropriate lab
- Responds to requests for information
- Documents and inventories ICA's study collection

#### Other Duties:

- Answers phone and doorbell, opens mail and records checks, prepares mailings
- Manages other office tasks, including occasional billing and payment receipt
- In collaboration with staff, researches, edits and writes publications, as needed
- As assigned

#### **Qualified Candidates will have:**

- A Bachelor of Arts in art history, museum management, historic preservation or equivalent is required but a Master of Arts degree is preferred.
- Knowledge of artistic and historic object materials, technology, and history required to create accurate conservation project records.
- Work experience in at least one of the following required: museum registration, collection management, art history or history.
- Strong organizational skills, the ability to prioritize and manage multiple and complex projects, and to meet firm deadlines. Project coordination experience is required.
- Superior verbal and written communication skills. **This position is a keystone for collaborative communication among and between clients and staff.**
- Mature judgment and outstanding public service orientation required.
- Ability to make independent decisions, interact at all levels and resolve issues in diplomatic, professional manner. Supervisory experience is highly desirable.
- Proficiency in Microsoft Office Suite, Adobe Bridge & Photoshop, and QuickBooks
- Ability to travel locally on occasion.

#### **To Apply**

**Send a cover letter and resumé to [info@ica-artconservation.org](mailto:info@ica-artconservation.org).**

**Interviews will begin immediately and the position will be open until filled.**

#### **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 undertakes both large projects, from large outdoor sculpture to small personal items. In addition to exciting conservation laboratory work, ICA also

offers specialized services such as site assessments, collection surveys, disaster response planning and response, and grant assistance.

ICA also 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 hands-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.