



Head of Paper Conservation, ICA - Art Conservation

December 2019

ICA seeks a full time mid- to senior-level paper conservator to head its expanding paper conservation laboratory. The lab is part of a vibrant nonprofit, regional conservation center in Cleveland, Ohio. The ICA conservation facility resides in a restored warehouse building in a revitalized area adjacent to downtown on Lake Erie. With support from the Andrew W. Mellon Foundation, ICA will be enlarging and improving the paper conservation laboratory in the coming months. The incumbent will head the paper conservation laboratory, supervise two paper conservation assistants, and participate in establishing the new expanded laboratory.

ICA is the oldest regional conservation center in the US and conserves a wide range of works of art on paper and archival materials for public, private, government, and corporate clients. The center has an active education and outreach program and includes paintings, objects, textiles, and paper conservation laboratories with a strong program of conservation-related support service offerings such as case- and crate-making, shipping, transport, storage, matting, and framing.

The Cleveland area is experiencing a renaissance of development and active revitalization of the downtown core and many unique neighborhoods, including area around the ICA. This revitalization, and a long history of community and public investment, support very active arts and culture, sports and entertainment, parks and nature, food, music, education, and medical sectors. Cleveland is an excellent place to live with a high quality of life and a low cost of living.

The **Head of Paper Conservation** will have responsibilities in the examination and treatment of artwork and objects at the ICA facility and on site and will participate in the implementation and oversight of conservation projects which involve coordinating staff and subcontractors. The conservator will interact professionally with board members, community leaders, clients, client organizations, and the general public. This position reports to Executive Director, Julie A. Reilly.

Principle duties and responsibilities:

- Carrying out examinations and conservation treatments on works on paper from a range of private and public collections
- Preparing cost and time estimates for conservation projects Assembling bids for Request for Proposals (RFPs).
- Coordinating with the registrar to communicate with clients
- Interacting professionally with a broad range of clients concerning conservation and preservation projects, both in person, over the phone, and via email
- Conducting research to gain appropriate understanding of objects to support recommended treatments

- Preparing documentation for grant applications and reviewing grant applications
- Performing on site field work which may involve organizational assessments, collection surveys, examinations, treatments, and consulting
- Participating in interdepartmental projects and acting as lead conservator when needed
- Supervising conservation support staff (assistants, preparators, interns, volunteers)
- Managing and overseeing subcontractors when involved in projects
- Actively participating in the ICA's educational programs, including teaching classes, giving lectures and leading tours
- Representing ICA in meetings with potential clients, donors and other professionals
- Staying current with theoretical discourse, best practice, and innovation in the field
- Participating in board and staff meetings and work and in hiring new staff

Qualifications:

- Master's degree in conservation from a recognized training program or equivalent experience is required
- Substantial experience in treating works of art on paper of a range of types and periods including contemporary art is required
- Experience working in the field of conservation in an institutional or private practice setting
- Ability to travel to onsite projects in surrounding region and beyond, as required
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Adobe Photoshop

Salary will be commensurate with the skills, qualifications, and experience brought by the candidate. An excellent benefits package is offered. The position will remain open until filled. Applicants must be legally able to work in the U.S. and must have a valid driver's license.

ICA's mission is to preserve the corpus of human visual material culture -- artistic, historic, scientific, humanistic, and cultural materials created by human beings – for all people for today and for the future. Our work touches upon objects borne 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. At ICA, all perspectives are relevant, vital, and welcome in the development and implementation of the best solutions to conserve and preserve our visual material culture.

Please send letter of interest and CV to:

Julie A. Reilly, Executive Director
ICA - Art Conservation
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Cleveland, OH 44113
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<https://community.culturalheritage.org/blogs/julie-reilly/2019/12/09/head-of-paper-conservation-ica-cleveland-ohio>