



## **Paper Conservator, ICA - Art Conservation**

August 2022

ICA seeks a full-time **Paper Conservator** to staff its paper conservation laboratory. The lab is part of a vibrant, full service, nonprofit, regional conservation center located in a restored warehouse building near downtown Cleveland, Ohio.

ICA, the oldest regional conservation center in the US, conserves a wide range of works of art on paper and archival materials for public organizations, government entities, individuals, and corporate collection stewards. The center 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, conservation matting, and a very active public education program.

The Cleveland area is experiencing a renaissance of development and active revitalization with many unique neighborhoods, including the area around 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 **Paper Conservator** will have responsibilities in the examination and treatment of artwork and objects at ICA and on site and will participate in the implementation and oversight of paper conservation projects which may involve coordinating staff and subcontractors. The conservator will interact professionally with board members, community leaders, clients, collecting institutions, and the general public. This position reports to the Executive Director.

### **Principal duties and responsibilities:**

- Design and carry out examination and conservation treatment of works on paper from a range of public and private collections
- Prepare time and cost estimates for conservation projects
- Assemble materials for Request for Proposals (RFPs).
- Communicate with clients regarding inquiries and projects, in coordination with the Registrar
- Interact professionally with a broad range of people concerning conservation and preservation projects, both in person, over the phone, and via electronic communications
- Conduct research to understand objects and to support recommended treatment protocols
- Prepare documentation for grant applications and reports

- Perform onsite field work which may involve organizational assessments, collection surveys, examinations, treatments, and consulting
- Participate in interdepartmental projects and acting as lead conservator as needed
- Work with colleagues in other specializations and oversee interns and volunteers as needed
- Manage and oversee subcontractors as needed
- Actively participate in ICA's education programs - teaching, lecturing, and leading tours
- Represent ICA in meetings with potential clients, donors, and other professionals
- Stay current with theoretical discourse, best practice, and innovation in the field
- Participate in staff meetings and in hiring new staff

**Qualifications:**

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

Salary will be commensurate with the skills, qualifications, and experience level. 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.

**To apply please send cover letter and CV to:**

[jreilly@ica-artconservation.org](mailto:jreilly@ica-artconservation.org)

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.