



## **POSITION DESCRIPTION**

### **ASSISTANT CONSERVATOR**

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida ([www.vizcaya.org](http://www.vizcaya.org)). The Assistant Conservator participates in the care, preservation, and conservation of the site's collections which include furnishings, decorative arts, textiles, paintings, outdoor sculpture, and architectural features and historic finishes both interior and exterior. Given the integral relationship between collections and the buildings and gardens that house them, the Assistant Conservator is also involved in the historic preservation of the estate. Located in the Art and Artifact Stewardship department, the Assistant Conservator reports to the Lead Conservator and is part of a Collections Care Team that also includes a Preventive Conservation Manager, two Collections Care Technicians, two Historic Preservation Specialists and interns.

The estate is owned by Miami-Dade County and operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. since 2017. Our mission is to preserve Vizcaya's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

#### **Essential Functions**

- Examine and treat objects and decorative finishes.
- Assess damage to architectural finishes and, with Lead Conservator, determine methodologies for treatment and ongoing care.
- Review architectural and engineering documents and identify conservation needs or issues. Solicit proposals for and supervise conservation treatments by outside contractors.
- Assist with the preparation of conservation related Requests for Proposals, including but not limited to, the preparation of specifications and permitting documents.
- Assist the Lead Conservator with long range conservation goals including, but not limited to, the maintenance and conservation of decorative objects, furnishings, stone sculptures, fountains and other surfaces.
- Assist the Lead Conservator in maintaining supply inventory, chemical storage and SDSs for the conservation studio and collections care staff.
- Maintain conservation documentation and prepare in-depth condition and treatment reports.
- Collaborate with Collections Care Team as needed to complete large-scale treatments.
- Support the Capital Projects team in the planning and execution of capital projects.
- Participate in disaster preparedness and recovery efforts and collections-related safety training for staff.
- Collaborate with colleagues to develop funding requests and grant applications.
- Report on conservation projects to internal as well as external stakeholders.
- Represent Vizcaya at professional conferences and meetings.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

### **Position Requirements**

- Required: Master's degree in Conservation, Historic Preservation or related field.
- At least 2 years of work experience as an Objects Conservator and/or Architectural Conservator.
- A deep and current knowledge of conservation theories, principles and practices, including, but not limited to, techniques, tools, equipment, materials and current scientific processes used in the research and practical conservation of objects and historic finishes.
- Ability to work in a variety of mediums.
- Ability to plan and manage conservation and maintenance projects.
- Ability to write accurate, clear, and concise proposals and reports.
- Ability to clearly communicate with colleagues in Capital Projects and other departments, contractors and stakeholders.
- Ability to train and supervise subordinate personnel engaged in conservation activities.
- Demonstrated leadership, teambuilding, communications, project management and financial management skills.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration, customer service, strategy and innovation.
- English fluency.
- Proficiency with Microsoft Office.

### **Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation**

- Additional relevant work experience, training and education.
- Professional Associate status or better with the American Institute for Conservation of Historic and Artistic Works.
- Spanish, Haitian Creole and other language skills.

### **Compensation**

Vizcaya Museum and Gardens offers competitive compensation with generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. Salary will be based on the selected candidate's experience and skills. The anticipated compensation is approximately \$61,000 for someone meeting the requirements of the position to approximately \$68,000 for someone exceeding them.

### **Work Environment/Physical Demands**

The Assistant Conservator conducts both managerial and administrative in-office tasks as well as hands-on work both inside and outdoors. The job requires certain physical demands. The employee should possess the ability to lift 30 lbs., safely bend/crouch to lift and handle collection objects, climb and work on a ladder or scaffolding and stand for potentially long periods of time.

### **Position Type/Expected Hours of Work**

This is a full-time (40 hours per week, Monday-Friday), exempt position. Occasional evening and weekend work required. This position is eligible for hybrid work, one to two days per week, in accordance with Vizcaya's Hybrid Work policies and procedures.

**Equal Opportunity Employer**

Vizcaya Museum and Gardens is committed to equity and inclusion and we are at the beginning of a strategic process to ensure that our staff, Board and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

**To Apply**

Please submit a resume and a cover letter expressing your interest in this position to:

[HRVizcaya@vizcaya.org](mailto:HRVizcaya@vizcaya.org)

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