

# textile museum

OF CANADA

## Conservator & Assistant Registrar

REPORTS TO: Senior Curator & Manager of Collection

POSITION TYPE: Permanent Full Time

START DATE: June 2022

Established in 1975, the Textile Museum of Canada has established itself as a vibrant cultural space promoting community engagement through our programs and exhibitions. The Textile Museum is the only national museum in Canada exclusively dedicated to the study and presentation of textiles from cultures around the world. This universality of textiles is at the heart of our work; it provides the opportunity to engage communities around us, and national and international visitors. Through our public programs, delivered in person and online, we build on a long history of connecting creativity, cultures, and human histories through everyday materials.

The Conservator & Assistant Registrar is responsible for meeting the Museum's preservation needs for all collection and loan objects. This involves caring for the material integrity and intangible value of objects in the collection storage, on display, and on loan. The Conservator has up-to-date practical and theoretical expertise in all areas of treatment, handling, storage, and display techniques which are essential to the high standards demonstrated by the Museum as a whole.

**PHYSICAL REQUIREMENTS/SKILLS:** Must be physically capable of lifting to 35 lbs; have experience and the ability to lift and handle art objects of various shapes and sizes.

### **JOB RESPONSIBILITIES:**

- Oversee and improve core operational systems and tools, such as object documentation forms and procedures, object record filing systems, environmental, and integrated pest management.
- Assess and document the materials and condition of collection and loan objects, including written descriptions, photographic recording before, during and after, and instrumental analysis, using the Museum's collection management system, Mimsy.
- Assess textile objects from the Museum's collections proposed for display for appropriate treatment, mounting, and display requirements
- Propose interventive conservation treatment where appropriate. Consults with community members and/or obtains authorization for specific conservation treatments from community custodian/ Manager of Collection, as appropriate.
- Determine, design, execute, and document approved conservation treatments.
- Adhere to the ethical standards of conservation practice as outlined in the Code of Ethics and Guidance for Practice of the CAC and CAPC.

- Determine and provide guidance regarding preventive conservation and preservation measures, including issues relating to access, handling, housing, storage, environmental control, object installation and de-installation, exhibition, packing, and transit.
- Work with lenders, Project Lead(s), and technicians on using appropriate casework materials, developing appropriate hanging mechanisms and processes for mounting objects for display, including the fabrication of mannequins for elements of clothing.
- Determine and oversee Collection Gallery rotation schedule.
- Oversee lighting set-up in exhibitions and record light levels in the galleries in Mimsy.
- Supervise objects displayed in museum galleries, including conducting cleaning and security checks, and maintaining accurate records.
- Monitor all environmental levels (light, humidity, temperature, security) in the Museum galleries and storage; and keep environmental monitoring software up to date.
- Review object request list; providing a budget and timeline for implementing treatment; reviewing facility reports and casework.
- Research and implement storage upgrade solutions.
- Assist with arranging loan agreements, shipping, insurance and customs paperwork for in-house touring exhibitions, and incoming exhibitions, artwork, and object loans.
- Assist with preparation of objects for loan, including condition reporting, packing, and arrange shipping as needed.
- Initiate post-acquisition procedures: arranging initial location; accessioning; applying object numbers; cataloguing and conservation assessments before movement to permanent storage.
- Participate in training opportunities sharing expertise with Museum professionals and others both in the Museum and at off-site locations.
- Supervises all activities of conservation interns, volunteers, and contract conservators/mount-makers.
- Provides guidance and specific instruction to a variety of staff involved in acquiring, storing, housing, displaying, and transporting objects; and to those charged with designing and maintaining building environmental controls.
- Oversees the operations and maintenance of the conservation workplace, including the observance of health and safety standards.
- Develops and carries out emergency preparedness planning and response, in collaboration with other staff (curatorial, building maintenance, etc.).
- Assist in the general administration of the department, including ordering materials and equipment, general laboratory duties and other work, as necessary.
- Undertake such other duties commensurate with the level and scope of the position that may be required from time to time, as agreed with your supervisor.
- Work to further the goals and objectives of the Museum and participate actively in the life of the institution. Act respectfully, accountably, and generously towards other staff, volunteers, and the public.

#### **EXPERIENCE REQUIRED:**

- Master's degree or Graduate Diploma in conservation, and a minimum of three years of relevant experience.

- Working knowledge of the Code of Ethics and Guidance for Practice of the Canadian Association for Conservation of Cultural Property (CAC) and of the Canadian Association of Professional Conservators (CAPC)
- Proven ability to work with three dimensional composite objects; hand sewing skills are essential
- Experience planning and managing projects to ensure that deadlines are met and provide clear, detailed and accurate records of all treatments undertaken in accordance with professional conservation standards
- Strong organizational and research skills, as well as the ability to work independently and collaboratively
- Working with source communities to determine best practices for care, storage and display; experience working with Indigenous ancestral belongings in particular is a very strong asset.
- Knowledge of, and a commitment to upholding the United Nations Declaration on the Rights of Indigenous Peoples is considered essential.
- Experience with Word, Excel, Adobe Acrobat, MIMSY, web-based image databases and archives.
- A specialization in textiles and preventive conservation is an asset.
- A commitment to follow the Museum's COVID-19 safety guidelines and proof of full vaccination prior to attending onsite shifts.

## **COMPENSATION**

1. Hiring Salary: \$50,000 per annum, paid biweekly
2. A comprehensive health and dental benefits package that begins on your first day
3. Two weeks of paid vacation
4. 10 paid sick days
5. 5 paid personal days
6. Work from home days as approved by your Supervisor

## **TO APPLY:**

Qualified candidates should email their cover letter and resume as a single document to: [hrsearch@textilemuseum.ca](mailto:hrsearch@textilemuseum.ca) by June 24, 2022 at 5 pm.

The email subject line should read:

<title of position applied for> <followed by applicant's last name>

Kindly note that we will accept no phone calls. We thank all applicants for their interest but advise that only those selected for an interview will be contacted. Interviews will be scheduled with selected

candidates at mutually agreed times to avoid undue hardship. *A short portfolio will be requested for the interview.*

The Textile Museum of Canada maintains a Board of Trustees approved Anti-Racism, Access, and Equity Policy. Respect, accountability, and a courteous manner towards other staff, volunteers, and the public are requirements for all staff. We invite all candidates who meet the eligibility criteria to apply, however in keeping with the Museum's equity goals; we encourage applications from candidates who have lived experience of disability, BIPOC candidates, and/or 2SLGBTQIAP+ candidates. Candidates are encouraged to self-identify in their cover letters.

In accordance with the Ontario Human Rights, Accessibility for Ontarians with Disabilities Act a request for accommodation will be considered throughout the hiring process. The Textile Museum of Canada is an Equal Opportunity Employer.