

## **CONSERVATION PROJECT MANAGER**

**REPORTS TO: Senior Curator & Manager of Collection and Conservator**

**POSITION TYPE: Approximately a four-month part-time (3-4 days/wk) contract position, (funding provides for 64 days @7hrs per day). The position requires availability for weekends and occasional evenings.**

The Textile Museum of Canada seeks a highly motivated Conservation Project Manager.

The Conservation Project Manager will support the mandate of the Textile Museum of Canada by acting as project manager for the *Kinngait Storage project*, which is to create a storage system for the 200 + textiles from Kinngait Studios that are currently on long term loan to the Museum.

### **Principle Duties and Responsibilities:**

- Create a schedule for the storage upgrade process; identify and order materials and supplies for the storage system to accommodate the Kinngait textiles; undertake the condition reporting and sorting of the textiles by size for the storage rolls and boxes.
- Prepare rolls and boxes for the textiles and carry out the storing and boxing of the rolls according to the predetermined schedule.
- Provide regular updates on progress and schedule to the Senior Curator and Manager of Collection and Conservator.

### **Education and Work Experience**

- Master's degree or Graduate Diploma in conservation, and a minimum of 2 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 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.
- A commitment to 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
- Experience with Word, Excel, Adobe Acrobat, MIMSY, web-based image databases and archives

- A specialization in textiles and preventive conservation is an asset.
- 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.
- Proven commitment to equity, diversity, and inclusion, and practices of anti-racism and anti-oppression, to contribute to a healthy workplace environment

### **Compensation**

Conservation Project Manager (4 months@ 4 days/week) @\$35 = \$15,680

### **Additional Information:**

This is a part-time flexible contract position not to exceed 448 hours. The position requires a commitment of no less than 20 hours per week and availability for weekends and occasional evenings. Hourly rate: \$35. This position is supported by The Museums Assistance Program of the Department of Canadian Heritage.

### **How to Apply:**

Qualified candidates should email their cover letter and resume as a single document attachment to [hrsearch@textilemuseum.ca](mailto:hrsearch@textilemuseum.ca). 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.

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

### **About the Textile Museum of Canada**

Established in 1975, the Textile Museum of Canada has established itself as a vibrant cultural place that promotes community engagement through our programs and services. As the only national museum in Canada exclusively dedicated to the study and presentation of textiles from cultures around the world, we occupy a unique position among other leading cultural institutions in the country. The universality of textiles is at the heart of our work and provides the stimulus and opportunity to engage communities around us as well as thousands of national and international visitors. The Textile Museum's main activities focus on the exhibition, collection, conservation and research of art, craft and design from around the world. Through our artistic and educational programs, delivered in both physical and virtual forms, we build on a long history of connecting creativity, cultures, and human histories through the materials of everyday lives.