



## **Conservation Preparator for Prints, Drawings & Photographs**

Conservation Department

The Baltimore Museum of Art (BMA) seeks an energetic, detail-oriented individual for the position of Conservation Preparator for Prints, Drawings, and Photographs (PDP). The Conservation Preparator works closely with the Museum's paper conservator and PDP curators, and will be responsible for preparing paper-based materials for exhibition/display, storage, and travel for loan, as well as assisting in other conservation activities within the Museum. The BMA's collection comprises more than 65,000 works on paper from the 15<sup>th</sup> century to the present, including prints, drawings, photographs, artists' books and portfolios, ephemera, and large-scale contemporary works of art.

### **RESPONSIBILITIES**

Responsibilities include but are not limited to:

- In collaboration with curatorial and conservation staff, prepare paper-based objects (including photographs, bound and archival materials) for exhibition, display, and loan; this includes executing museum-quality hinging/mounting, matting, and framing.
- In collaboration with curatorial and conservation staff, prepare paper-based objects for storage; this includes fabricating housings such as archival boxes, covers, trays, and other enclosures.
- Install and de-install works on paper in vitrines for exhibitions and gallery rotations, as required, in collaboration with Installations staff.
- Maintain vendor relationships with suppliers, order framing materials and supplies, and track billing. Create and track budgets for matting and framing needs for exhibitions and loans.
- Report to the Director of Conservation; work closely with the Museum's paper conservator and Department of Prints, Drawings and Photographs staff.

This full-time (35 hours per week) exempt position reports to the Director of Conservation.

### **QUALIFICATIONS**

- Expertise in museum-quality hinging/mounting, matting, re-housing, and framing techniques for works of art on paper
- Experience in safe art handling procedures for especially fragile and sensitive works of art, including bound materials
- At least 1 – 3 years' experience in an art museum or comparable setting
- Knowledge of a wide range of archival conservation and framing materials for use with works of art
- Ability to distinguish characteristics of different types of prints, drawings, and photographs
- Ability to efficiently organize multiple projects, budgets, and deadlines concurrently
- Ability to perform physical tasks routinely and lift up to 40lbs

## **BENEFITS**

The BMA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan with matching contributions, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

## **APPLY**

Please send a cover letter with salary requirements and CV/resume to [HR@artbma.org](mailto:HR@artbma.org) with **“Conservation Preparator” your first and last name** in the subject line.

Incomplete application materials will not be considered.

No phone calls please.

Position will be posted until filled.