



## JUNIOR CONSERVATOR JOB DESCRIPTION

**Department:** Collections  
**Reports to:** Director of Exhibitions  
**Date:** November 2021  
**FLSA Code:** Exempt

**Location:** San Francisco  
**Status:** Full-Time  
**Hours:** M-F

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### **JOB FUNCTION:**

Reporting to the Director of Exhibitions and supervised by the Senior Conservator, the Junior Conservator provides knowledge on materials and techniques to enhance the understanding and secure the preservation of the objects in the Walt Disney Family Foundation collection. They will take care of the conservation of the objects in the collection including 3D objects, oil paintings, ceramics, metals, wood, papier mâché, documents, photos, drawings, and animations cels. The Junior Conservator assists in the creation of the departmental budget and is responsible for ensuring that all safety procedures are followed.

### **DUTIES AND RESPONSIBILITIES:**

- Responsible for overall preventive conservation of the Foundation collection and any art on loan, including the safest and most effective method of treatment and creating proper documentation of any treatment proposal.
- Develops creative solutions to clean, preserve, and treat sensitive objects, ensuring that the conservation steps and treatments performed are properly documented.
- Works with the Exhibitions Department to review proposed object lists, assessing the state of the artifacts and making recommendations about treatment and exhibition set-up.
- Prepares artifacts for exhibitions, ensuring safety, reporting status and condition of objects, and identifying and correcting any issues with set-up and stability.
- Works with consultants and conservators from other institutions when using The Walt Disney Family Museum facilities or the Walt Disney Family Foundation collection.
- Responsible for following policies for the Department's conservation practice.
- Advises on issues related to potential acquisitions and de-accessions.
- Ensures that projects are completed on schedule and within budget.
- Remains current on conservation practices and leads research in advancements in the conservation field.

- Performs courier duties as needed.
- Perform other duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of AAM's standard museum principles, practices, and procedures for collections management.
- Experience with collections databases and computer literacy, including fluency in Microsoft Office.
- Experience with techniques for safe art handling.
- Ability to perform organized, thorough, and efficient research using multiple resources.
- Excellent organizational skills.
- Detail-oriented and comfortable with multi-tasking in an environment with frequent interruptions.
- Excellent interpersonal skills and communication, both written and oral.
- A team player who motivates others, while also being open-minded and willing to learn.
- Extensive experience in chemical and physical properties of art materials, conservation materials, and deterioration processes related to art and animation conservation.
- Advanced ability to understand scientific instrumentation and operate analytical technical imaging equipment.

#### **EDUCATION AND EXPERIENCE:**

- Master's degree or equivalent in conservation from an accredited conservation program.
- 2+ years of museum experience with an emphasis on collections care

#### **PHYSICAL DEMANDS & WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Physical requirements include stooping, kneeling, bending, standing, squatting/crouching, crawling/kneeling, pushing/pulling, climbing (ladders), reaching above the shoulders, lifting of up to 50 lbs., lifting and transporting moderately heavy objects such as furniture, file cabinets, equipment, boxes, etc. Work may require occasional weekend and/or evening work.