



# Conservation Hiring Resource for Heritage Institutions

## Positions At-A-Glance

### **Manager / Head of Conservation**

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Level of responsibility: Reporting to a senior manager or director of the institution/enterprise, the Manager / Head has the authority and responsibility to act on all conservation issues. The Manager / Head supervises all conservation staff.

Education and experience: Master's degree or Graduate Diploma in conservation, and typically a minimum 5-10 years of progressively responsible experience; or an equivalent combination of education and experience.

### **Conservator**

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Level of responsibility: The Conservator has the authority and responsibility to propose, advise, instruct, act and consult on all conservation issues. In an institutional setting, the Conservator may report to the Manager/ Head of Conservation. The Conservator supervises the Assistant Conservator, Conservation Technician, Conservation Fellow and Conservation Intern.

Education and experience: Master's degree or Graduate Diploma in conservation, and typically 3-5 years of relevant experience; or an equivalent combination of education and experience.

### **Assistant Conservator**

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Level of responsibility: At the direction of a supervising conservator, the Assistant Conservator proposes, advises, instructs, acts and consults on all conservation issues. The Assistant conservator supervises the Conservation Technician, Conservation Fellow and Conservation Intern.

Education and experience: Master's degree or Graduate Diploma in conservation, and typically a minimum of 1-2 years of relevant experience; or an equivalent combination of education and experience.

## **Conservation Technician**

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Level of responsibility: Under the supervision of a conservator, the Conservation Technician proposes, consults and carries out instructions on issues relevant to the conservation.

Education and experience: A museum / cultural heritage related technical diploma, including relevant practical and theoretical conservation studies, and typically a minimum of 6 months of relevant experience; or an equivalent combination of education and experience.

## **Conservation Fellow**

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Level of responsibility: At the direction of a supervising conservator, the Conservation Fellow proposes, advises, instructs, acts on and consults on all conservation issues. Fellowships typically have a focus on professional development and/or academic research.

Education and experience: Recent graduate, maximum 5 years, from a Master's degree or Graduate Diploma in conservation.

## **Conservation Intern**

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Level of responsibility: Under direct supervision of a conservator, the Conservation Intern proposes, consults, and carries out instructions on all conservation issues. Internships typically provide a means for gaining relevant experience, and may also carry a research project as a requirement.

Education and experience: A student from a recognized undergraduate or graduate conservation program; or from a museum / cultural heritage related technical diploma program that includes practical and theoretical conservation studies; or from an equivalent combination of education and experience.

## **Conservation Scientist**

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Level of responsibility: The Conservation Scientist pursues original research and investigations in the field of art conservation science. The Conservation Scientist has the authority and responsibility to inform and advise conservators in their decision-making on interventive conservation treatments, and preventive conservation measures. The Conservation Scientist bases their information on the results of research, technical imaging and/or analysis. The Conservation Scientist supervises all activities of Conservation Science Fellows. Within an institution, a Conservation Scientist may report to the Manager of Conservation and/or of Conservation Science, or more specialized scientists of the institution.

Education and experience: A Master's or PhD with a specialization in a relevant scientific or engineering discipline (e.g. conservation science, material science, chemistry/physical science), or an equivalent combination of education, training and experience.

## **Conservation Science Fellow**

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Level of responsibility: At the direction of a supervising conservation scientist, the Conservation Science Fellow pursues original research and investigations in the field of art conservation science. The Conservation Science Fellow has the authority and responsibility to inform and advise conservators in their decision making on interventive conservation treatments and preventive conservation measures. The Conservation Science Fellow bases their information on the results of research, technical imaging and/or analysis. Fellows have a focus on professional development and academic research and are expected to pursue their own research project(s) under the supervision of a conservation scientist. Within an institution, the Conservation Science Fellow may report to the manager of conservation science and/or conservation or more senior scientists of the institution.

Education and experience: Recent Master's or PhD graduates (Junior and Senior Fellows, respectively) with a specialization in a relevant scientific or engineering discipline (e.g. conservation science, material science, chemistry/physical science), or a relevant combination of education, training, and experience.

# Manager / Head of Conservation

## Summary of duties

- As required - Proposes interventive conservation treatment where appropriate. Consults and obtains authorization for specific conservation treatments from custodians, community members and/or clients, as appropriate.
- As required - Determines, designs, and carries out approved interventive conservation treatments. Documents such treatments.
- Oversees the staffing, organization, priorities, practices, budgeting, reporting, and engagements of a conservation department within a cultural institution.
- Aligns the activities and initiatives of the conservation department with the institution's mandate, goals, priorities, and budgets.
- Advocates for the resourcing, adequate staffing, professional development, and increased engagement of conservation within the institution.
- Advocates for the preservation of cultural heritage in policy development and in day-to-day operations, and at senior levels of institutional management.
- Adheres to, and ensures the department's staff are familiar with and respect ethical standards of conservation practice as outlined in the *Code of Ethics and Guidance for Practice* of the CAC and CAPC.
- Determines preventive conservation and preservation measures, and provides support to other conservation and heritage staff in carrying out such measures. These may relate to access, handling, housing, storage, environmental control, mould and pest control, object installation and de-installation, exhibition, packing, and transit.
- Determines and directs (or commissions) research on the materials of objects and on conservation treatment processes. Ensures communication of the results of such research in published form.
- Develops and provides information to a wide audience - including conservation staff and students, institutional executives and directors, stakeholders, clients and members of the public - regarding the practice of conservation and the materials and nature of objects.
- Supervises activities of all conservation staff and oversees standards of assessment, treatment, and documentation of objects.
- 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 senior/executive management and other staff (curatorial, building maintenance, etc.).

- Contributes to strategic priorities of the institution and provides expert advice to senior/executive management on matters related to cultural heritage preservation.

## **Education and experience**

Master's degree or Graduate Diploma in conservation, and typically a minimum 5-10 years of progressively responsible experience; or an equivalent combination of education and experience. Examples of responsible experience for this position include research and publication, supervision, budget management, etc.

Professional accreditation is an asset.

## **Level of responsibility**

Reporting to a senior manager or director of the institution/enterprise, the Manager / Head has the authority and responsibility to act, advise, determine, instruct and consult on all issues relevant to the conservation, preservation and restoration of objects within the purview of institution/enterprise. The Manager / Head is responsible and accountable for the performance and activities of the conservation team. The Manager / Head seeks approval from the institutional leadership as mandated or based on their own ethical obligations.

## **Salary**

Salary and job title are commensurate with experience

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# Conservator

## Summary of duties

- Assesses and documents the materials and condition of objects, including using written descriptions, photographic recording, and instrumental analysis.
- Proposes interventive conservation treatment where appropriate. Consults with community members and/or obtains authorization for specific conservation treatments from custodian/client, as appropriate.
- Determines, designs, and carries out approved interventive conservation treatments. Documents such treatments.
- Adheres to the ethical standards of conservation practice as outlined in the *Code of Ethics and Guidance for Practice* of the CAC and CAPC.
- Determines and provides guidance regarding preventive conservation and preservation measures, including issues relating to access, handling, housing, storage, environmental control, mould and pest control, object installation and de-installation, exhibition, packing, and transit.
- Determines and carries out (or commissions) research on the materials of objects and on conservation treatment processes. Communicates the results of such research orally or/and in published form, where applicable.
- Develops and provides training and information for a wide variety of conservation students, junior conservation staff, other staff, clients and members of the public regarding the practice of conservation and the materials and nature of objects.
- Supervises all activities of the Assistant Conservator, Conservation Technician, Conservation Fellow and Conservation Intern.
- 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.).
- May specialize in specific disciplines. Some examples include (but are not limited to): paintings, textiles, time-based media, paper, furniture.

## **Education and experience**

Masters' degree or Graduate Diploma in conservation, and typically a minimum of 3-5 years of relevant experience; or an equivalent combination of education and experience.

A portfolio of several relevant work examples can be required of the Applicant to assess their qualifications.

Professional accreditation, or intention to achieve professional accreditation, is an asset.

## **Level of responsibility**

A Conservator has the authority and responsibility to propose, advise, determine, instruct and consult on all issues relevant to the conservation, preservation and restoration of objects within the purview of institution/enterprise. The Conservator seeks approval from the curator/custodian/client for object treatment proposals as mandated or based on their own ethical obligations.

Within an institution a conservator may report to a manager of conservation or another senior manager of the institution/enterprise. With experience, progression to positions of manager of conservation or other senior management position is possible. In private practice, a conservator may practice solo or in collaboration with other conservators.

## **Salary**

Salary and job title are commensurate with experience.

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# Assistant Conservator

## Summary of duties

- Assesses and documents, with the guidance of a Conservator, the materials and condition of objects, including using written descriptions, photographic recording and instrumental analysis.
- Proposes interventive conservation treatments where appropriate, with the guidance of a conservator. Obtains authorization for specific conservation treatments from custodian/client.
- Designs and carries out, with the guidance of a Conservator, approved interventive conservation treatments. Documents such treatments.
- Adheres to the ethical standards of conservation practice as outlined in the *Code of Ethics and Guidance for Practice* of the CAC and CAPC.
- Determines and provides guidance regarding preventive conservation and preservation measures, including issues relating to access, handling, housing, storage, environmental control, mould and pest control, object installation and de-installation, exhibition, packing, and transit.
- Determines and carries out (or commissions) research on the materials of objects and on conservation treatment processes. Communicates the results of such research orally or/and in published form, where applicable.
- Develops and provides training and information to a variety of parties, including conservation students, junior conservation staff, other staff, clients and members of the public regarding the practice of conservation and the materials and nature of objects.
- Supervises activities of junior conservation staff, as required. Provides guidance and specific instruction to a variety of staff involved in acquiring, storing, housing, displaying, and transporting objects.
- Contributes to the operation and maintenance of the conservation workplace, including the observance of health and safety standards.
- Assists in developing and carrying out emergency preparedness planning and emergency response, in collaboration with other staff (curatorial, building maintenance, etc.).
- May specialize in specific disciplines. Some examples include (but are not limited to): paintings, textiles, time-based media, paper, furniture.



## **Education and experience**

Master's degree or Graduate Diploma in conservation, and typically a minimum of 1-2 years of relevant experience; or an equivalent combination of education and experience.

A portfolio of several relevant work examples can be required of the Applicant to assess their qualifications.

Professional accreditation, or intention to achieve professional accreditation, is an asset.

## **Level of responsibility**

At the direction of a supervising conservator, the Assistant Conservator proposes, advises, instructs, acts and consults on issues relevant to the conservation, preservation and restoration of objects within the purview of institution/enterprise. The Assistant Conservator seeks approval from the curator/custodian/client for object treatment proposals as mandated or based on their own ethical obligations.

The Assistant Conservator is highly trained and knowledgeable, and progression to positions such as that of Conservator or Head of Conservation is possible with experience.

## **Salary**

Salary and job title are commensurate with experience.

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# Conservation Technician

## Summary of duties

- Assesses and documents, with the guidance of a conservator, the materials and condition of objects, including using written descriptions, photographic recording, and instrumental analysis.
- Assists a conservator, as required, in carrying out and documenting interventive conservation treatments.
- Adheres to the ethical standards of conservation practice as outlined in the *Code of Ethics and Guidance for Practice* of the CAC and CAPC.
- Proposes and carries out, with the guidance of a conservator, preventive conservation measures. Documents such measures.
- Assists, under the guidance of a conservator, with the provision of preventive conservation and preservation measures, along with a variety of staff involved in acquiring, storing, housing, displaying, and transporting objects.
- Assists, under the supervision of a conservator, with research on the materials of objects and on conservation treatment processes.
- Assists a conservator in providing training and information to a variety of parties, including conservation students, non-conservation staff, clients and members of the public regarding the preservation of cultural heritage.
- Contributes to the operation and maintenance of the conservation workplace, including the observance of health and safety standards.
- Assists in developing and carrying out emergency preparedness planning and emergency response, in collaboration with other staff (curatorial, building maintenance, etc.).

## Education and experience

A museum / cultural heritage related technical diploma, including relevant practical and theoretical conservation studies, and typically a minimum of 6 months of relevant experience; or an equivalent combination of education and experience.

## **Level of responsibility**

Under the supervision of a conservator, the Conservation Technician proposes, consults and carries out instructions on issues relevant to the conservation, preservation and restoration of objects within the purview of institution/enterprise. Where a conservator is not available, the Conservation Technician carries out preservation activities to the best of their skills and knowledge, understanding their limits and seeking advice from conservators where necessary.

## **Salary**

Salary and job title are commensurate with experience.

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# Conservation Fellow

## Summary of duties

- Assesses and documents, with the guidance of a conservator, the materials and condition of objects, including using written descriptions, photographic recording and instrumental analysis.
- Proposes interventive conservation treatments where appropriate, with the guidance of a conservator. Obtains authorization for specific conservation treatments from custodian/client.
- Designs and carries out, with the guidance of a conservator, approved interventive conservation treatments. Documents such treatments.
- Adheres to the ethical standards of conservation practice as outlined in the *Code of Ethics and Guidance for Practice* of the CAC and CAPC.
- Assists, under the guidance of a conservator, with the provision of preventive conservation and preservation measures, along with a variety of staff involved in acquiring, storing, housing, displaying, and transporting objects.
- Designs and carries out, with the guidance of a conservator, research on the materials of objects and on conservation treatment processes. Communicates the results of such research orally or/and in published form, where applicable.
- Assists a conservator in providing training and information to a variety of parties, including conservation students, non-conservation staff, clients and members of the public regarding the preservation of cultural heritage.
- Contributes to the operation and maintenance of the conservation workplace, including the observance of health and safety standards.
- Assists in developing and carrying out emergency preparedness planning and emergency response, in collaboration with other staff (curatorial, building maintenance, etc.).
- May specialize in specific disciplines. Some examples include (but are not limited to): paintings, textiles, time-based media, paper, furniture.

## Education and experience

A Masters' degree or Graduate Diploma in conservation, typically granted within the previous 5 years.

A portfolio of several relevant work examples can be required of the Applicant to assess their qualifications.

## **Level of responsibility**

At the direction of a supervising conservator, the Conservation Fellow proposes, advises, instructs, acts and consults on issues relevant to the conservation, preservation and restoration of objects. The Conservation Fellow seeks approval from the supervising conservator and from the curator/custodian/client for object treatment proposals as mandated or based on their own ethical obligations. Fellowships typically have a focus on professional development and/or academic research.

## **Salary**

Salary and job title are commensurate with experience.

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# Conservation Intern

## Summary of duties

- Assesses and documents, under the supervision of a conservator, the materials and condition of objects, including using written descriptions, photographic recording, and instrumental analysis.
- Proposes interventive conservation treatments where appropriate, under the supervision of a conservator. Obtains authorization for specific conservation treatments from custodian/client.
- May carry out, under the supervision of a conservator, approved interventive conservation treatments. Documents such treatments.
- Adheres to the ethical standards of conservation practice as outlined in the *Code of Ethics and Guidance for Practice* of the CAC and CAPC.
- Assists with the provision of preventive conservation and preservation measures, under the supervision of a conservator, along with a variety of staff involved in acquiring, storing, housing, displaying, and transporting objects.
- Designs and carries out, with the guidance of a conservator, research on the materials of objects and on conservation treatment processes. Communicates the results of such research orally or/and in written form, where applicable.
- Contributes to the operation and maintenance of the conservation workplace, including the observance of health and safety standards.
- Assists in developing and carrying out emergency preparedness planning and emergency response, in collaboration with other staff (curatorial, building maintenance, etc.).
- May specialize in specific disciplines. Some examples include (but are not limited to): paintings, textiles, time-based media, paper, furniture.

## Education and experience

Curriculum and Post-Graduate internships: A student from a recognized undergraduate or graduate conservation program; or from a museum / cultural heritage related technical diploma program that includes practical and theoretical conservation studies; or from an equivalent combination of education and experience.

A portfolio of several relevant work examples can be required of the Applicant to assess their qualifications.

Pre-Program internships: Some internships may be appropriate for people who do not have previous training or experience. Pre-program internships are intended as an introduction to conservation before entering a conservation or museum / cultural heritage program.

## **Level of responsibility**

Curriculum and Post-Graduate internships: Under direct supervision of a conservator, the Conservation Intern proposes, consults, and carries out instructions on issues relevant to the conservation, preservation and restoration of objects. The Conservation Intern seeks approval from the supervising conservator and from the curator/custodian/client for object treatment proposals as instructed. Internships typically provide a means for gaining relevant experience, and may also carry a research project as a requirement.

Pre-Program internships: Under direct supervision of a conservator, the Pre-program Intern carries out instructions on issues relevant to the conservation and preservation of objects. The Pre-Program Intern may perform conservation treatments on objects only with permission and under close supervision of a conservator, who takes overall responsibility for the treatment.

## **Salary**

Internships should be compensated at least at the provincial or territorial minimum wage rate. Salary is commensurate with experience.

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# Conservation Scientist

## Summary of duties

- Improves current techniques for scientific investigations and optimal data collecting.
- Proposes investigations or research approaches where appropriate. Consults with community members and/or obtains authorization for specific investigations from custodian/client, as appropriate.
- Provides scientific services to assess chemical and physical properties of cultural heritage and conservation treatment processes in institutions.
- Collaborates with curators, conservators and other staff to optimize understanding, interpretation and preservation of objects in institutions.
- Adheres to the ethical standards of conservation practice as outlined in the *Code of Ethics and Guidance for Practice* of the CAC and CAPC.
- Where appropriate, informs and advises conservators in their decision making, based on research results, on interventive conservation treatments, high-tech imaging, and/or preventive conservation measures (e.g. environmental control, mould and pest control, re-housing).
- Carries out research projects into objects, materials or conservation issues. Publishes results of their own research topics in conservation science.
- Peer-reviews their colleagues' research projects.
- Develops and provides training and information for a wide variety of conservation students, junior conservation staff, other staff, clients and members of the public regarding the nature of objects and the behaviour of materials.
- Supervises the Conservation Science Fellows. 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 and maintains laboratories to ensure that the service is running smoothly and readily usable.
- Observes health and safety standards.
- Assists in developing and carrying out emergency preparedness planning and emergency response, in collaboration with other staff (curatorial, building maintenance, etc.).



## **Education and experience**

A Master's or PhD with a specialization in a relevant scientific or engineering discipline (e.g. conservation science, material science, chemistry/physical science), or an equivalent combination of education, training and experience.

Has strong interest in collaborative and multidisciplinary research and demonstrates interest in the cultural heritage field.

## **Level of responsibility**

The Conservation Scientist pursues original research and investigations in the field of art conservation science. The Conservation Scientist has the authority and responsibility to inform and advise conservators in their decision-making on interventive conservation treatments and preventive conservation measures. The Conservation Scientist bases their information on the results of research, technical imaging and/or analysis. The Conservation Scientist supervises all activities of the Conservation Fellows. The Conservation Scientist seeks approval from the curators/custodians/clients for specific scientific analysis and sampling of objects. Within an institution, a Conservation Scientist may report to the Manager of Conservation and/or of Conservation Science, or more specialized scientists of the institution.

## **Salary**

Salary and job title are commensurate with experience.

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# Conservation Science Fellow

## Summary of duties

- Proposes approaches to investigations or analyses of objects or cultural heritage, with the guidance of a conservation scientist.
- Provides scientific services related to objects to assist conservators and their treatments.
- Collaborates with conservation scientists, conservators, curators, and other staff to contribute to the understanding and preservation of heritage objects within the institution.
- Adheres to the ethical standards of conservation practice as outlined in the *Code of Ethics and Guidance for Practice* of the CAC and CAPC.
- Under the guidance of a conservation scientist, informs and advises conservators in their decision making, based on research results, on interventive conservation treatments, high-tech imaging, and/or preventive conservation measures (e.g. environmental control, mould and pest control, re-housing).
- Contributes to publications and conference presentations of their own research project and provides intellectual support to their colleagues' research projects.
- Other activities (based on experience) can include organizing educational workshops, educational and public outreach activities, and leading a research focus area.
- Assists with regular analytical instrument maintenance, as well as the training of others in proper instrument use.
- Observes health and safety standards.
- Assists in developing and carrying out emergency preparedness planning and emergency response, in collaboration with other staff (curatorial, building maintenance, etc.).

## Education and experience

Recent Master's or PhD graduates (Junior and Senior Fellows, respectively) with a specialization in a relevant scientific or engineering discipline (e.g. conservation science, material science, chemistry/physical science), or a relevant combination of education, training, and experience.

Demonstrates interest in collaborative and multidisciplinary research and in the cultural heritage field.

## Level of responsibility

At the direction of a supervising conservation scientist, the Conservation Science Fellow pursues original research in the field of conservation science. The Conservation Science Fellow has the authority and responsibility to inform and advise conservators in their decision making on interventive conservation treatments and preventive conservation measures. The Conservation Science Fellow bases their information on the results of research, technical imaging and/or analysis. The Conservation Science Fellow seeks approval from the supervising conservation scientist and from the conservator for scientific analysis of objects as mandated or based on their own ethical obligations. Fellows have a focus on professional development and academic research and are expected to pursue their own research project(s) under the supervision of a conservation scientist. Within an institution, the Conservation Science Fellow may report to the Manager of Conservation Science and/or Conservation or more senior scientists of the institution.

## Salary

Salary and job title are commensurate with experience.

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