



## **POSITION DESCRIPTION**

### **LEAD CONSERVATOR**

Vizcaya Museum and Gardens is a National Historic Landmark and accredited museum in Miami, Florida ([www.vizcaya.org](http://www.vizcaya.org)). The Lead Conservator is the primary person responsible for a robust and well-funded program of care, preservation, and conservation of the site's collections, which include furnishings, decorative arts, textiles, paintings, outdoor sculpture, architectural features and historic finishes both interior and exterior. Given the integral relationship between collections and the buildings and gardens that house them, the Lead Conservator is also involved in the historic preservation of the estate. The Lead Conservator reports to the Director of Art and Artifact Stewardship and supervises a team consisting of one FT Assistant Conservator, one FT Preventive Conservation Manager, two FT Collections Care Technicians, two FT Historic Preservation Specialists and one or more interns.

The estate is owned by Miami-Dade County and is operated by the non-profit Vizcaya Museum and Gardens Trust, Inc. since 2017. Our mission is to preserve Vizcaya's cultural and environmental resources to engage people in connecting with the past, understanding the present and shaping the future. Our vision is to position Vizcaya as an enduring, inclusive and innovative place that inspires people to embrace the cultural vitality and environmental sustainability of the world around us.

#### **Essential Functions**

- Examine and treat objects and finishes; solicit proposals for and supervise conservation treatments by outside contractors; maintain supply inventory for the conservation studio and collections care staff; maintain all conservation- and maintenance-related documentation.
- Regularly update the long-range conservation plan, including the maintenance and conservation of stone sculptures and surfaces; with Director of Art and Artifact Stewardship, plan and manage a conservation and preservation budget of up to \$2M annually.
- Oversee the ongoing preventive conservation program, including cyclic maintenance, environmental monitoring, and Integrated Preventive Pest Management.
- Effectively supervise subordinates and manage the conservation internship program.
- Support the Capital Projects team in the planning and execution of capital projects; participate in planning and execution of new collections care and conservation studios.
- Participate in disaster preparedness and recovery efforts.
- Participate in the Preservation and Maintenance Committee and conduct object handling and collections-related safety training for staff.
- Collaborate with colleagues to develop funding requests and grant applications; report on conservation projects to internal as well as external stakeholders; represent Vizcaya at professional conferences and meetings.

#### **General Responsibilities**

- Achieve meaningful and timely actions that advance Vizcaya's mission, vision and strategic plan.
- Proactively promote communication, collaboration, and customer service.

- Engage in internal committees as appropriate and complete assigned tasks in a timely manner.
- Recommend hiring, discipline and promotion of your direct reports; review and approve payroll, leave and overtime; set annual employee goals and evaluate performance.
- Create and manage your budget; ensure you and your direct reports understand and comply with Vizcaya's policies and procedures; review the work of your direct reports for accuracy and appropriateness.

This job description is not designed to be comprehensive; duties, responsibilities and activities may change at any time with or without notice.

### **Position Requirements**

- Master's degree in Conservation, Historic Preservation, or related field.
- At least 7 years of work experience as an Architectural or Object Conservator, including at least 3 years of supervisory experience.
- A deep and current knowledge of conservation theories, principles and practices.
- Considerable knowledge of the techniques, tools and equipment, and materials and current scientific processes used in practical conservation of objects and historic finishes.
- Ability to work in a variety of mediums.
- Ability to identify and assess preservation needs for a variety of objects, architectural features, and historic finishes.
- Ability to plan and manage conservation and maintenance projects.
- Ability to write accurate, clear, and concise proposals and reports detailing activities of said projects.
- Ability to clearly communicate with colleagues in Capital Projects and other departments, contractors, and stakeholders.
- Demonstrated leadership, teambuilding, communications, project management and financial management skills.
- A creative problem-solver who is energized by the challenges of developing practical and sustainable solutions for conservation and preservation in Vizcaya's tropical, bayside environment.
- Positive attitude, good interpersonal skills, flexibility and commitment to collaboration, customer service, strategy and innovation.
- English fluency.
- Proficiency with Microsoft Office.

### **Factors Vizcaya Will Consider When Evaluating Applicants and Determining Compensation**

- Additional relevant work experience, training and education.
- Professional Associate status or better with the American Institute for Conservation of Historic and Artistic Works.
- Spanish, Haitian Creole and other language skills.

### **Compensation**

Vizcaya Museum and Gardens offers competitive compensation with generous paid leave, retirement benefits, and robust medical and other insurance for full-time employees. Salary will be based on the selected candidate's experience and skills. The anticipated compensation is approximately \$98,000 for someone meeting the requirements of the position to approximately \$108,000 for someone exceeding

them. Vizcaya will provide reimbursement for relocation costs up to \$5,000 in accordance with Vizcaya's policies and procedures and subject to payroll taxes.

**Work Environment/Physical Demands**

The Conservator conducts both managerial and administrative in-office tasks as well as hands-on work both inside and outdoors. The job requires certain physical demands. Employee should possess the ability to lift 30 lbs., safely bend/crouch to lift and handle collection objects, climb a ladder and stand for potentially long periods of time.

**Position Type/Expected Hours of Work**

This is a full time (40 hours per week, Monday-Friday), exempt position. Occasional evening and weekend work required. This position is eligible for hybrid work, one to two days per week, in accordance with Vizcaya's Hybrid Work policies and procedures.

**Equal Opportunity Employer**

Vizcaya Museum and Gardens is committed to equity and inclusion and we are at the beginning of a strategic process to ensure that our staff, Board and volunteers reflect our community's diversity. Vizcaya welcomes applicants from groups that are underrepresented in cultural organizations and seeks to recruit, develop and retain a diverse workforce.

Vizcaya Museum and Gardens is an equal opportunity employer. Vizcaya respects people of all backgrounds and does not discriminate based upon race, religion, color, national origin, ancestry, sex, pregnancy, childbirth, sexual orientation, gender identity, gender expression, age, marital status, familial status, status as a protected veteran, status as an individual with a disability, status as a victim of domestic violence, dating violence or stalking, or other applicable legally protected characteristics protected by law.

**To Apply**

Please submit a resume and a cover letter expressing your interest in this position to:

[HRVizcaya@vizcaya.org](mailto:HRVizcaya@vizcaya.org)

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