

Job Opening

Summary

We are seeking a conservation professional with experience in the conservation and management of archaeological heritage to fill a position in the Getty Conservation Institute's [Buildings and Sites Department](#) and contribute to projects that address current conservation challenges of international or regional relevance affecting archaeological sites.

The position may be filled at the **Associate Project Specialist** or **Project Specialist** level, based on qualifications. The targeted hiring salary range for Associate Project Specialist is \$81,312.40–\$107,731.52 annually; for Project Specialist is \$95,934.80–\$127,116.08 annually.

This job will be based in our office at the Getty Center in Los Angeles. It will begin in the office full-time and the opportunity to request a telework schedule may be available after an initial period of training and orientation and will be discussed and approved by your supervisor. Typically, staff with approved telework schedules at the Getty Conservation Institute are in the office more than half of the time.

Mission

The [Getty Conservation Institute](#) (GCI) works internationally to advance conservation practice in the visual arts—objects, collections, architecture, and sites. The Institute serves the conservation community through scientific research, education and training, field projects, and disseminating information. In all our endeavors, we create and deliver knowledge that contributes to the conservation of the world's cultural heritage.

Major Responsibilities

- Provide expertise for or assist in the conceptualization, planning, development, implementation, and archiving of field projects that involve research, training, and capacity building.
- Work in multidisciplinary, international teams with Getty staff, partners, and consultants to develop principles, methodologies, techniques, tools, and application of emerging technologies that enhance the understanding of archaeological sites and improve practical conservation.
- Manage daily activities of components of projects within the Buildings and Sites Department, including planning, organization, implementation, and follow up.
- Manage and monitor or assist in managing operations for projects and activities, which includes managing multidisciplinary teams, resources, budgets, deliverables, and deadlines.
- Cultivate a large network of local, regional, and international professionals and institutions, and engage them to develop solutions to conservation challenges of relevance affecting archaeological sites.
- Assist with or develop partner and consultant agreements, manage deliverables and deadlines.

- May supervise consultants and interns.
- Publish project outcomes and research findings in professional publications and present at conferences.
- Work collaboratively with Getty staff and partners to assist with or develop and implement seminars, symposia, workshops, and other educational activities for practitioners and site managers who care for archaeological sites to ensure the long-term sustainability of project outcomes.
- As part of the Buildings and Sites Department, you will contribute to planning of departmental goals and priorities, and collaborate with colleagues on departmental activities.
- Your participation in professional development opportunities is encouraged and supported through on-the-job learning, specialized training courses, and participation in professional meetings and workshops.

Qualifications

- Bachelor's degree (Master's degree preferred) in archaeology or related discipline
- Graduate or Master's degree in cultural heritage conservation or related discipline such as architectural conservation, urban planning (or equivalent practical conservation experience)
- Related professional experience for the Associate Project Specialist level: Minimum of 3-7 years of project management experience working in cultural heritage conservation specifically related to archeological sites.
- Related professional experience for the Project Specialist level: Minimum of 5-10 years of specialized and targeted international project management experience working in cultural heritage conservation specifically related to archeological sites.

Knowledge, Skills and Abilities

- Knowledge and proven competency in the practical conservation of archeological sites.
- Demonstrated experience designing, budgeting, and managing projects.
- Adaptable, analytical, a positive problem-solver, and a creative thinker.
- Experience working in multidisciplinary teams.
- Good/Excellent interpersonal and written communication skills.
- Good/Excellent research and writing skills and ability to contribute to and write reports, guidelines and papers.
- Good organization and time management skills.
- Working knowledge of documentation and mapping software for cultural heritage such as GIS and AutoCad.
- Experience in the delivery of training activities is preferred.
- Fluency in a language in addition to English is valuable in this position.
- Must be available for frequent international travel.

All candidates must apply [online](#). Please be prepared to upload your cover letter and resume when prompted to do so by the online application system. **Deadline for applications is June 9, 2025**