

# CITY OF HAMILTON

**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**  
**(TOURISM AND CULTURE DIVISION – HERITAGE RESOURCE MANAGEMENT– LOCATION – 77**  
**JAMES STREET NORTH, SUITE 305)**

**CONSERVATOR (CUPE 5167)**

**SUMMARY OF DUTIES**

Reporting to the Manager, Heritage Resource Management, and in coordination with curators, registrar and museum staff, the Conservator oversees all aspects of the preventive and treatment conservation programme associated with the Division's civic museum collections - on display and in storage at the central storage facility. Duties also include conservation treatments of artefacts and public art and monuments.

**GENERAL DUTIES**

Implements and oversees the development and delivery of the preventive conservation programme for the Tourism and Culture Division's museum collections including, but not limited to: collecting and interpreting environmental data; providing training in care and handling procedures, delivering the integrated pest management program, creating artefact inspection and rotation plans, completing artefact condition reports and storage upgrades, creating, implementing and training staff on the museum emergency preparedness plans.

Develops and implements strategies for the preventive conservation programme to ensure its continuing relevance in line with the overall aims and objectives of the Division.

Performs conservation treatments on artefacts and public art and monuments in Tourism and Culture Division's collection. Treatments range from basic cleaning and maintenance to more detailed repairs and stabilization work. Prioritizes treatment work across sites by following a set of established criteria. Reviews site treatment priorities on an annual basis and updates annual treatment work plan as necessary.

Oversees treatment for objects in the collection by private conservation professionals when required. Develops scopes of work, RFQs and RFPs as required. Processes payments.

Participates in the annual maintenance programme for the City's public art and monuments including hands-on basic cleaning of a variety of media.

Enters conservation data on collections-information management software Re:Discovery Proficio.

Documents (including photo-documentation) artefacts and artefact treatments in accordance with the Canadian Association for the Conservation of Cultural Property Code of Ethics and Guidelines for Practice.

Keeps abreast of current conservation practices. Maintains current standing in professional conservation organization such as the Canadian Association for Conservation. Maintains professional connections in the conservation field.

Performs the role of Emergency Preparedness Manager and chairs the Heritage Resource Management Section's Emergency Preparedness Committee. Maintains connections with the Hamilton's Emergency Management Program coordinators and Hamilton Emergency Services to ensure continued

Performs duties associated with the operation of a conservation lab and storage facility:

- ordering supplies, maintaining inventories, unpacking and appropriately storing orders
- disposing of contaminated chemicals and waste materials
- conducting and documenting WHMIS updates, ensuring proper labels are in place
- completing a chemical and supplies inventory for the conservation lab
- tracking artefacts
- cleaning and organizing shelves, drawers and cabinets

- ensuring equipment is in good working order and developing a maintenance plan. Performs regular maintenance and cleaning of conservation equipment as required.

Administers the annual conservation operational budget. Reports on the budget to the Manager, Heritage Resource Management as required.

Supervises casual, volunteer, intern staff directly. Provides interns with guidance and constructive feedback on their project over the course of their internship.

Prepares artefacts for transportation.

Provides conservation advice on preventive conservation issues to the Registrar, curators and other museum staff for objects on display, in storage, on loan or in transit. Provides regular training to staff related to preventive conservation such as artifact handling training, museum housekeeping training, and museum pest identification training.

Researches grant and sponsorship opportunities. Develops and submits grant proposals.

Monitors operation expenses relating to preventive conservation on an on-going basis. Reports on budget to supervisor.

Provides functional guidance and direction over work of contract staff, interns, and volunteers when required.

Collects environmental data from museums; provide reports to curators and buildings buildings maintenance staff and the Manager, Heritage Resource Management. Interprets environmental data and working with the Heritage Facilities supervisor, devises strategies to improve environmental conditions for both heritage buildings and the artifacts they house were possible.

Implements and manages the Integrated Pest Management Program for the Heritage Resource management section. Works with the Heritage Facilities supervisor to monitor the work of the pest management company providing services to the museums. Provides feedback to the pest management company on quality of service and ways to improve the monitoring service. Provides training and feedback to Heritage Resource Management staff on ways to minimize pest activity at their sites while providing treatment advice and assisting with treatments as required.

Develops, implements and monitors the preventive conservation cleaning programme including task prioritisation and ensuring objects both on display at the museums and in storage are cleaned regularly and appropriately. Provides regular training and advice to housekeeping staff on conservation cleaning procedures, materials and techniques.

Updates conservation and collections care procedures as required. Creates new conservation procedures for staff in the Heritage Resource Management section as required.

Writes and compiles conservation reports as required, including detailed artifact condition assessments, treatment reports and proposals, paint analysis reports, and emergency preparedness plans.

Works with the Heritage Facilities and Capital Planning section to ensure the protection and safety of artifacts during museum renovation work. Provides conservation advice and services where required such as performing historic paint finish analysis and investigations.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

## **QUALIFICATIONS**

1. A post graduate degree or diploma (typically a two or three year program) in the field of conservation or an equivalent combination of education and related work experience with a proven commitment to

the professional standards outlined in the 'Code of Ethics and Guidance of Practice' established by the Canadian Association for Conservation of Cultural Property and the Canadian Association of Professional Conservators

2. Experience working independently within a multi-tasking, multi-faceted team environment, prioritizing and organizing own workload
3. Experience in the implementation of an integrated pest management plan
4. Experience of delivering preventive conservation training
5. Experience in the procedures of disaster response for artefact collections
6. Experience in the preventive maintenance and basic conservation treatment of public art and monuments
7. Experience in the conservation treatment of museum artefacts (objects) .
8. Physical ability to lift items weighing up to 15 kg
9. Proficiency with word processing and database applications
10. WHMIS training
11. Current certification in CPR and First Aid required (or willingness to attain immediately)
12. Good interpersonal skills with the ability to communicate effectively, both orally and in writing at all organizational levels
13. Experience with digital photography
14. Understanding and familiarity with chemical hazards, safety requirements and legislative regulations
15. Familiarity with preservation/conservation equipment and required maintenance
16. Demonstrated knowledge of the Health & Safety Act and applicable regulations as it relates to the position.

**NOTE:**

This position may be required to work nights and weekends, as well as staggered work hours to meet operational needs

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**