

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
(TOURISM AND CULTURE DIVISION – PLACEMAKING PUBLIC ART AND PROJECTS– LOCATION
– 28 JAMES STREET NORTH

CONSERVATOR, PUBLIC ART – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Manager, Public Art and Placemaking and in coordination with the Conservator, Heritage Resource Management, the Conservator, Public Art recommends plans and executes and documents all aspects of the preventive maintenance and treatment conservation programme for the City of Hamilton's public art. Advises on material and related technical considerations regarding potential public art donations, commissions and collaborations as required.

GENERAL DUTIES

Lead the coordination, planning and monitoring of conservation initiatives for the City of Hamilton's public art and monuments collection, ensuring a cooperative approach to meeting objectives, adherence to schedules and budgets, and any contractual obligations.

Develops and implements the annual work plan for public art conservation and maintenance.

Inspects public art and monuments in the collection to identify appropriate actions and use of resources including preventative solutions, routine maintenance and conservation treatments throughout the lifecycle of each piece.

Plans and executes preventative conservation on existing public art, based on needs assessments, asset condition, researching history, materials, fabrication processes, and conservation best practices; prepares condition reports and treatment proposals.

Oversees treatment for objects in the collection by private conservation professionals when required.

Develops scopes of work, RFQs and RFPs as required. Processes payments.

Monitors the performance of contracted vendors performing conservation treatments and maintenance.

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

Performs conservation treatments of public art in the 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 the annual treatment work plan as necessary.

Enters conservation data on collections-information management software

Keeps abreast of current conservation practices. Maintains current standing in professional conservation organization.

Drafts and administers the annual public art capital budget. Reports on the budget to the Manager as required.

Provides advice on public art conservation and maintenance services to managers, staff, and other individuals and organizations to ensure that the best and most appropriate practices are followed.

Conduct technical review of proposals of new public art competitions and donations.

Updates conservation and collections care procedures and documentation as required. Creates new conservation procedures and documentation as required.

Maintains and manages permanent conservation records, including condition reports, treatment reports, photographic images, and technical data on materials used in conservation of the collection.

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.
2. An understanding of current best practices and 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.
3. Experience working independently within a multi-tasking, multi-faceted team environment, prioritizing and organizing own workload.
4. Experience in the preventive maintenance and basic conservation treatment of public art made up of a variety of materials.
5. An understanding of public art materials, design, engineering, and installation processes and the ability to research and synthesis information to advise on best practices during technical reviews and maintenance planning.
6. Experience with coordinating projects, writing RFQs and managing project budgets.
7. Experience with project and contract management.
8. Physical ability to lift items weighing up to 15 kg.
9. Proficiency with word processing and database applications.
10. WHMIS training.
11. Critical thinking and good interpersonal skills with the ability to communicate effectively, both orally and in writing at all organizational levels.
12. Experience with digital photography.

13. Understanding and familiarity with chemical hazards, safety requirements and legislative regulations.
14. Familiarity with preservation/conservation equipment and required maintenance.
15. 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.