

# Studio Manager

## Job Summary

Organisation

MS Art Conservation

Location

Colorado USA

Contract Type

Full-time

Salary

40000 USD - 50000 USD

Closing date

Mon, 20/11/2023 - 00:00

## Job Details

MS Art Conservation is a growing company specializing in the conservation of works on paper and photographs. We provide a range of services for institutional and private clients, including: treatment, documentation, assessments, consulting, training and framing. We operate in a new well-equipped conservation lab with dedicated photography and framing suites. Our studio is part of zoneFIVE, a collaborative art studio in Colorado Springs. We actively engage with the local art community and maintain strong ties with our local colleagues through our role in Mountain States Art Conservation, an association of private conservators in the Denver area. We are currently seeking a dedicated Studio Manager to join our team that includes a Conservator and a Technician.

### Job Description:

Overview:

We are looking for a versatile and organized Studio Manager to support our conservation projects, ensuring that they are well-coordinated and meet the highest standards of our profession. In this role, you will be responsible for managing large and small projects, tracking and handling fragile materials, conservation photography, client relations, and other tasks depending on individual projects and your skillset.

Your attention to detail, adaptability, and communication skills will be critical to the successful completion of a wide variety of projects. There are opportunities for additional roles and responsibilities within zoneFIVE, and we encourage our team to pursue initiatives within their own sphere of interest. This position reports to the Conservator. Proficiency in conservation photography and art handling is preferred but not required.

Expected hours are Weekdays from 9-5 on-site at our studio, but there is flexibility once the Studio Manager is able to work independently.

#### Key Responsibilities:

1. Maintain a big-picture understanding of current and upcoming projects to support the conservator and facilitate client relations.
2. Use a comprehensive project database to track and manage project statuses.
3. Coordinate deliveries of collections for treatment.
4. Prepare and transmit contracts, reports, photographs, and invoices.
5. Communicate with clients in person, via phone, and email, providing scheduling, updates, and addressing inquiries promptly.
6. Safely and thoughtfully handle, pack/unpack, and transport fragile items.
8. Unframing and re-framing artwork.
9. Conservation photography.
10. Lab maintenance.

Additional tasks (nice to have experience in these areas, but we can provide training) :

Conservation matting and framing

Custom archival housing fabrication

Support education and outreach activities

Minor conservation treatment

#### Qualifications:

- Bachelor's degree in art, art conservation, museum studies, library science, business or other related field, or equivalent work experience.
- Proven experience in project management, with a strong portfolio of successful projects.

- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- Ability to work both independently and as part of a team.
- Attention to detail.
- Proficiency in software applications, including Airtable, Photoshop and QuickBooks.
- Valid driver's license and reliable transportation.
- Ability to lift up to 50 lbs.

**How to Apply:**

Please submit your resume and a cover letter detailing your relevant experience and qualifications to [jennifer@msartconservation.com](mailto:jennifer@msartconservation.com)

Please apply by **November 20th**. The expected start date for this position is January 2024

MS Art Conservation is an equal opportunity employer and we encourage candidates from all backgrounds to apply.

**Salary:**

The salary range for this position is \$40,000 - 50,000 and includes a comprehensive benefits package and professional development support.