



**Position Title:** Conservation Framing Technician

**Position Classification:** Hourly; non-exempt

**Location:** Los Angeles, 90043

**Position Summary:**

Paradise Framing is a fine art framing and paper conservation studio whose clients include galleries, art museums, artists, and art collectors. Paradise Framing is a queer-friendly, anti-racist, anti-sexist workplace.

Paradise Framing has a collaborative structure and culture. We have 4 titles for team members within production starting with apprentice, then assistant, associate, & coordinator. All of these positions receive the same benefits. Starting position is determined by experience. Starting pay for each position is set by the company and will increase annually with inflation and merit as a team member advances in their career towards the next position.

The ideal candidate for this Conservation Framing position will have several years of art handling, framing, and or conservation technician experience in institutional environments and will be excited by working with a wide variety of artworks and learning new skills.

The occupant of the Conservation Framing position will hinge, mount, and fit all frames that come through the studio. They will coordinate all paper conservation services, communicating with clients, and booking & assisting on-staff paper conservators for treatments. They will be able to identify areas for improvement in production, organization, & management of the fitting room and paper conservation studio. They will make recommendations, implement improvements, and participate in research and development of new techniques and practices. Additionally, they will actively participate in outreach and education efforts including workshops and video resources for our clients and community.

**The ideal candidate will have the following values:**

- Attention to detail
- Love of teamwork
- Creativity
- Curiosity
- Humility
- Kindness
- Lightheartedness
- Ability to admit to making mistakes

## **Required Competencies:**

- G-suite & basic Adobe suite
- Good communication & teamwork
- Organizational skills, time management, & process improvement
- Decision making & quality management/control
- Excellent hand skills & knowledge of safe art handling practices
- Ability to read rulers in 1/16" & not afraid of fractions
- Carry out instructions furnished in written, oral, or diagram form
- Perform tasks with minimal direction and observation
- Maintain close attention to detail while engaged in repetitive tasks
- Keep personal workspace clean and organized and help with overall facility upkeep

## **Essential Duties:**

### **Conservation**

#### **Admin:**

- Photograph incoming objects
- Filling out condition reports
- Booking on-call conservators for treatments
- Ordering conservation supplies
- Communicating with conservation clients

#### **Hands-on:**

- Mixing adhesives
- Setting up space for treatments
- Assisting conservators during treatments
- Monitoring condition of works in conservation
- Participate in research and development

### **Frame Fitting**

#### **Admin:**

- Fill out new work orders
- Review raw materials inventory
- Communicate & coordinate with vendors for outsourced products/ services arriving into fitting room
- Use software to manage the location and movement of artworks and frames
- Build spreadsheets to assist in organizing complex processes or projects
- Participate in the hiring and managing of assistants

#### **Hands-on:**

- Accurately measure incoming artworks in 1/16inch fractions
- Hinge/mount, and fit all artworks & frames in studio
- Operate computer aided mat cutter (CMC)
- Order relevant materials from vendors
- Receive deliveries
- Work collaboratively with other staff
- Ensure quality standards are consistently and efficiently met
- Update production checklists regularly

### **Preferred competencies:**

- General knowledge of art history
- Knowledge and interest in art materials and practices for artworks on paper
- Box making for storage and shipping
- Wheatpaste making & wheatpaste hinging experience
- Knowledge of common paper conservation adhesives and their applications
- Photography and video making skills
- Teaching experience
- Painting stretching experience
- Woodshop experience
- Experience writing examination/ condition reports

### **Tools of the Trade:**

- Sharp cutting tools including knives, blades, scalpels, and scissors
- Rulers and measuring tapes
- Cordless drill and driver
- Air compressor and air powered nail and staple guns
- Small hand work tools including micro spatulas & bone/teflon folders
- Brushes of various sizes and densities
- Tack iron, heat gun, hot glue gun
- Computer aided mat cutter
- Wall mounted multi material cutter

**Required Experience and Education:** Two- four years of combined experience in conservation tech, art handling or fine art framing at an institution or a high-quality closed corner framing studio and/or specific coursework in art, experience in art handling, woodworking, book-making, print-making, or photography, or an ongoing fine art or craft practice.

**Physical Demands:** Occasional team lifting of up to 60 pounds. This position is active and will require standing, walking, bending, kneeling, stooping and crouching. This job requires working over a standing table with a height of 38-42 inches for up to 3 hours at a time. Reaching is also occasionally required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Manual dexterity, hand skills, and spatial awareness are essential.

**Compensation, Hours, and Benefits:** Starting position and compensation for this position is negotiable and based on experience. The most junior role for this position is an assistant starting at \$22.47/hr. Growth is possible and encouraged with regular reviews and defined goals & metrics combined with wage increases and title changes.

We value the time of our employees at the job and outside of the job. This position is for a 32 hour work week. Our hours are Tuesday through Friday 10-6, lunch hour and afternoon break are paid. There are 4 weeks/128hrs of paid vacation per year, 3 paid holidays, 48 hours of paid sick leave, healthcare with a \$200 month company contribution, vision, and dental benefits.

**Covid protocols:** Paradise Framing requires all employees to be vaccinated and to keep up with CDC recommended boosters. Masks are required when clients and vendors visit the studio but are not required for work with other vaccinated team members.