Employment Opportunity
George Eastman Museum

Job Title: Head of Preservation
Department: Moving Image Department
Reports To: Jeff Stoiber, Assistant Curator, The L. Jeffrey Selznick School of Film Preservation
Status: Full time
Deadline for Application: Open until filled

Overview
Design, budget, oversee and execute all technical operations related to the active preservation of Moving Image collection artifacts. Supervise and assist in the operations of Moving Image Department’s Digital Laboratory.

Responsibilities:
1. In collaboration with the MID Collection Manager, develop, maintain and implement technical criteria to determine archival status of the overall moving image collection.
2. Manage the budget for all preservation-related activities.
3. Coordinate work related to the active preservation and duplication of all collection items.
4. Coordinate work related to the digitization and digital access to collection items.
5. Implement and monitor the Digital Laboratory invoice process with internal and external clients. Maintain contacts with clients.
6. Develop and maintain contacts with researchers, specialized laboratories and technical commissions for motion picture preservation; including those working towards the improvement of restoration techniques and strategies.
7. Present the preservation work of the Moving Image Department, and the Museum’s moving image collections as a whole, to specialized and non-specialized audiences.
8. Participate in the design and implementation of the student activities/curriculum of The L. Jeffrey Selznick School of Film Preservation related to the technical aspect of film preservation.
9. Provide training and assistance to staff members, interns and volunteers.
10. Supervise and assist in the transfer, color correction and creation of DCPs of moving image materials.
11. Hire, train, supervise, mentor and evaluate preservation staff.
12. Create and implement analog and digital preservation workflows.
13. Perform other responsibilities and projects as assigned by the Assistant Curator/Selznick School Administrator.
14. Manage a team of full-time employees, students, and volunteers.

Minimum Qualifications:
1. Candidates should possess an Advanced degree in Film Preservation or equivalent experience.
2. Must have at least 5 years of experience in motion picture laboratory and preservation work.
3. Must have supervisory experience.

Work takes place primarily in an office environment, film vaults and film preservation laboratory, with moderate to light noise. Occasional exposure to degrading acetate and nitrate, cleaning fluids and solvents. Position requires standing, walking, sitting, lifting/carrying (40 lbs.), speaking and handling, smelling, hearing and seeing.

How to Apply:
Please submit a) your resume, b) a letter of intent, and c) two letters of recommendation on institutional letterhead to jstoiber@eastman.org.

George Eastman Museum is an Equal Opportunity Employer.