

Job Opening: Project Specialist

The Getty Conservation Institute (GCI), located in Los Angeles, California, and one of the operating programs of the J. Paul Getty Trust, works internationally to advance conservation practice in the visual arts—broadly interpreted to include objects, collections, architecture, and sites. The Institute serves the conservation community through scientific research, education and training, field projects, and the dissemination of information. In all its endeavors, the GCI creates and delivers knowledge that contributes to the conservation of the world's cultural heritage.

The [Building and Sites Department of the Getty Conservation Institute](#) is seeking a **Project Specialist** to work on the [Conserving Modern Architecture Initiative](#) (CMAI). Reporting to the Senior Project Specialist who manages the CMAI, the Project Specialist will manage the CMAI's new education and training initiatives. **This is a three-year, limited-term position, based in Los Angeles.**

The CMAI's education and training initiatives are key to its goal of improving the management, conservation, and recognition of the value of twentieth-century heritage. Through these initiatives, the CMAI will develop training materials and techniques for physical conservation, and will increase the application of appropriate values-based conservation methodologies, leading to an expanded and strengthened community of practice. By developing and offering a variety of courses and training opportunities (of short and long duration) and offering other capacity building experiences, CMAI will reach target audiences at many different levels and in different regions of the world. These education and training opportunities will be offered starting in the winter and spring of 2018 and thereafter, for many years to come.

The Project Specialist will project manage the development of modern conservation education and training courses, develop related didactic materials, and manage the implementation of these courses. He/She will be responsible for: developing course budgets and schedules, selecting trainers and lecturers, preparing course material, advertising courses, and selecting participants. He/She will manage the day to day needs of the course to meet its educational goals; this will include working closely with participants, lecturers, and others involved in the delivery of the course. He/She will work with a broad range of conservation professionals, as well as other heritage professionals, in an international environment. The Project Specialist will develop long and short courses, which are repeatable so they can be offered many times; he/she will be in charge of adapting and modifying courses, as necessary, to keep their content relevant and to ensure they address the needs of audiences in different regions of the world. It is the objective of CMAI to create education and training courses that others can use, so the Project Specialist will also be tasked with the role of "training the trainers" to ensure that there are qualified people who can sustain and perpetuate the courses that CMAI develops.

Must have a Bachelor's degree in architecture, archaeology, architectural conservation, or a related discipline. Post-graduate degree in cultural heritage conservation or the equivalent practical experience is also required. Must have a minimum of 3–7 years of practical work experience in the area of built heritage conservation and experience in teaching and/or designing educational and training courses.

The Project Specialist must be adaptable, analytical, a positive problem-solver, and a creative thinker. The position requires excellent oral and written communication skills and superior organizational and time management skills. Proficiency in English is required and proficiency in a language other than English is an advantage. The position involves international travel. This is a three-year, limited-term position.

To apply, please visit: <https://jobs-getty.icims.com/jobs/3046/gci-project-specialist%2c-conserving-modern-architecture-initiative/job>. Please prepare a cover letter and curriculum vitae in a single PDF file. **Note: When prompted by the online application system to select or submit your "resume", please upload your cover letter and curriculum vitae as a single PDF file.**

Candidates who successfully complete the online application process will receive an automated message from "autoreply@icims.com". If you have specific questions about the Project Specialist position, please email gcistaffing@getty.edu. **The deadline for applications is February 28, 2018.**



The J. Paul Getty Trust

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