

# Job Opening

The Getty Conservation Institute (GCI) is seeking a heritage conservation practitioner to fill the position of **Senior Project Specialist (Heritage Recording and Documentation)**, in the Institute's Buildings and Sites department.

The Senior Project Specialist provides advice and guidance to all Buildings and Sites projects about issues, standards, and best-practices associated with heritage recording, documentation, and information management, and identifies new methods, emerging technologies, or adaptations of existing tools to support the recording and documentation activities of the Institute. Specifically, the Senior Project Specialist contributes to and facilitates the recording, documentation, and information management components of projects and is responsible for defining recording and documentation needs for the GCI's international projects in collaboration with the project teams. If needed, he/she identifies external specialist vendors to address project needs and reviews their work on behalf of the project teams.

He/she is responsible for the ongoing development of GCI standards and guidelines for recording, documentation, and information management practices. Organizes occasional workshops and training activities for GCI staff to promote effective practices and technologies for built cultural heritage.

The Senior Project Specialist supervises one Lead Imaging Technician who deploys a range of imaging and recording equipment to project teams, provides equipment training, and also creates and processes a variety of digital information media, such as images, videos, maps, and drawings. The Senior Project Specialist is responsible for managing these operations, related hardware and software inventories, and budget.

The Senior Project Specialist must have knowledge and experience to develop, implement, and manage international projects. He/she develops and maintains strong collaborative relationships with an international network of organizations and professionals focused on heritage recording and documentation and represents the GCI at professional organizations, activities, events, and conferences, including serving on committees.

The Senior Project Specialist must have a minimum of 7–15 years combined practical and international project management experience in the areas of heritage recording and documentation, and heritage conservation, management, and planning; and a Master's degree or equivalent graduate education in conservation, architecture, archaeology, urban planning, or related discipline. Must have skills and experience in designing, initiating and managing conservation projects with multi-disciplinary teams.

The ideal candidate will demonstrate a broad knowledge of the issues, standards, and best-practices associated with heritage recording, documentation, and information management and will be familiar with international organizations working in the fields of heritage recording and documentation. He/she must be adaptable, analytical, a positive problem-solver, and a creative thinker. Excellent oral and written communication skills are necessary; an ability to read, write, and speak a foreign language is preferred. An excellent benefits package and salary commensurate with experience will be provided. International candidates welcome. Must be available for frequent international travel.

All candidates must apply online at: <https://jobs-getty.icims.com/jobs/3484/gci-senior-project-specialist-%28heritage-recording-and-documentation%29/job>. Please prepare a cover letter and curriculum vitae in a single PDF file. **Note: When prompted by the online application system to identify or select your "resume" the first time, 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 via email. If you have specific questions about the Senior Project Specialist (Heritage Recording and Documentation) position, please email [gcistaffing@getty.edu](mailto:gcistaffing@getty.edu).

**The deadline for applications is October 11, 2019.**



**The J. Paul Getty Trust**