

Natural Heritage Trust Employment Announcement

Title:	Conservation Program Manager
Agency:	Natural Heritage Trust
Agency Assignment:	NYS Office of Parks, Recreation and Historic Preservation
Location:	Peebles Island State Park, Waterford, NY
Compensation:	\$90,000 to \$114,000 and benefits package
Work Schedule:	Full-time, 37.5 hrs/week; Monday-Friday

Organizational Backgrounds

The Natural Heritage Trust (NHT) is a New York State public benefit corporation. Established in 1968, the NHT's mission is to receive and administer gifts, grants and other funds to further public programs for parks, conservation and historic preservation purposes of the State of New York. The NHT is governed by a four-member Board of Directors comprised of the Commissioner of the Office of Parks, Recreation and Historic Preservation, the Chair of the State Council of Parks, the Commissioner of the Department of Environmental Conservation, and the Secretary of State.

The Office of Parks, Recreation and Historic Preservation (OPRHP) is a state agency within the New York State Executive Branch that is responsible for the care and management over 215 Parks and Historic Sites. Collectively, these public facilities provide both residents and visitor access to natural, historic and scenic resources with opportunities for outdoor recreation and places to learn about New York's rich cultural heritage.

OPRHP's Division for Historic Preservation (DHP) includes the Bureau of Historic Sites (BHS), which provides professional museum support for the agency's historic sites and parks with historic collections. Support includes conservation; curatorial services; collections management and registration; exhibit research, design, and fabrication; and museum security services.

The selected candidate for this position will be an employee of the NHT with work conducted under the supervision of OPRHP in the Conservation Unit of the Bureau of Historic Sites.

Description of Duties

The Conservation Program Manager implements the coordination of priority undertakings of the Bureau of Historic Site's (BHS) Conservation Unit's programs and projects, ensuring that projects maintain timeliness through effective communication with the conservators and other BHS departments. Additionally, the Manager will oversee the conservation program's laboratory environment, equipment, and environmental controls. The Manager assists with the work of the staff who treat and conserve the agency's historic collections. Conservators are professional positions requiring education and training in one of seven disciplines: textiles, paintings, frames and gilded objects, furniture and wooden objects, decorative arts, paper, and architecture. Their duties include evaluating, documenting, developing treatment plans, repairing, and protecting historic objects. Conservators are responsible for managing laboratory spaces and maintaining safe work environments. The Manager needs to have the requisite science background and training to develop and manage Conservator work programs and coordinate projects between labs, other BHS units, and OPRHP facilities. The Manager must

have advanced knowledge of profession-wide conservation principles, practices and ethics established by the American Institute for Conservation (AIC).

Specific Duties:

- **PROJECT MANAGEMENT:** Identify and prioritize conservation projects for each conservation lab based on loan and exhibition requests, curatorial furnishing plans, conservation condition surveys, and regional priorities. Manage conservation projects that involve multiple conservation disciplines. Coordinate conservation projects with other BHS units, park and historic site staff, and the agency's capital team. Coordinate Conservation Unit's participation in exhibit projects, furnishing plans, loans, and collections moves.
- **PREVENTIVE CONSERVATION:** Coordinate the Conservation Unit's preventive conservation efforts, including environmental monitoring, risk assessment, and collaboration with the Collections Management Unit on collections housing and storage. Advise and assist the Bureau Director on emergency preparedness and the development of policies and procedures for long-term collections care
- **SAFETY:** Act as the chemical safety officer and ensure compliance with Agency Health and Safety policies and procedures for laboratories. Coordinate safety training, chemical waste management, analytical equipment maintenance, and respirator fit testing.
- **BUDGET AND PROCUREMENT:** Develop a list of supplies and equipment needs for the Conservation Unit and work with the DHP Budget Analyst to prepare a unit spending plan. Work with DHP Business Office staff to manage unit procurements. Provide recommendations on facility improvements to the Bureau and Division Directors. Coordinate facility improvement work in the labs.
- **REVIEW AND DOCUMENTATION:** Coordinate the review and approval of treatment proposals with BHS Curators. Ensure proper documentation and photography of conservation projects. Coordinate with the Collections Management Unit for proper recordation in the TMS database.

Qualifications

Required:

- Must meet the following qualifications:
 - a master's degree in conservation from an accredited program and seven years of professional work experience as a conservator in a museum, historic site, archive, or established private practice.
 - active membership in AIC

Preferred:

- Demonstrated experience coordinating conservation teams, project workflows, and budgets
- Demonstrated ability to work effectively with diverse colleagues including curators, collections managers, exhibit specialists, and other stakeholders

Additional Comments

NHT is committed to building and encouraging an inclusive workplace that strives for respect and promotes and values diversity. We believe that organizations that are diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective, or any other trait that makes an individual unique, are proven to be better organizations. Please consider joining the team as we work together to build a welcoming

workplace where employees recognize their unique characteristics, skills, and experiences are respected, valued, and celebrated.

To support our employees, NHT provides a generous benefits package similar to what is offered to New York State employees. Our total compensation package includes, but is not limited to, leave benefits (14 paid holidays as well as paid vacation, sick, and personal leave); a comprehensive health insurance program including medical, prescription drug, dental, and vision plans; and membership in the NYS Employees Retirement System. Additionally, employees may be eligible for partial remote work schedules.

How to Apply

Applicants must submit a cover letter, resume, and two relevant project samples to the Director of the Division for Historic Preservation via email: daniel.mceneny@parks.ny.gov

Deadline: COB, October 14, 2026

Contact: Daniel McEneny, Director, Division for Historic Preservation
NYS Office of Parks, Recreation and Historic Preservation
daniel.mceneny@parks.ny.gov

It is the policy of the State of New York and NHT to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service, member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception. The NHT is an equal opportunity/affirmative action employer.