



## THE METROPOLITAN MUSEUM OF ART

### Position Profile

<b>Position Title:</b>	IPM Program Administrator	
<b>Department:</b>	Executive Offices	
<b>Reports to:</b>	Executive Offices	
<b>Salary Grade:</b>	M4	
<b>Employee Classification:</b>	Non-Union Exempt Full time	
<b>Effective Date:</b>	March xx, 2018	<b>End date:</b> Permanent

#### GENERAL STATEMENT OF RESPONSIBILITIES & DUTIES:

The Integrated Pest Management (IPM) Program Administrator will oversee the creation and management of an IPM program across the institution. Reporting to the Executive Offices, the position works in close collaboration with the IPM-Working Group and Buildings Management to establish and uphold comprehensive and unified best practice procedures and policies for pest management and prevention. The position also offers overarching support for collections management across the institution. The successful candidate will have experience implementing and administering an IPM program, preferably across a large and complex organization.

#### PRIMARY RESPONSIBILITIES & DUTIES:

- Establishes and manages a comprehensive Integrated Pest Management (IPM) program for the Metropolitan Museum of Art
- Drafts IPM policy and procedure documents outlining:
  - Building-wide monitoring, identification, reporting, and treatment processes
  - Departmental monitoring and documentation
  - Best practices for prevention and exclusion – building infrastructure and housekeeping
  - Quarantine systems for objects entering and exiting the museum
  - Pest identification documents
  - Equipment care and handling for quarantine and anoxic treatments
- Researches and establishes building-wide pest monitoring software with updated maps
- Coordinates and implements IPM response action plans across the institution
- Leads general training on IPM best practices for all staff, including new hires
- Leads targeted training for collections care staff and the IPM-Action and IPM-Response teams, including:
  - Annual training on pest identification
  - Annual workshops on key aspects of IPM monitoring, prevention and remediation

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- Partners with Custodial Services and The Met's commercial pest management contractors to incorporate IPM best practices
- Advises and consults on IPM efforts related to The Met's food service operation
- Advises and consults on IPM requirements for all permanent exhibition and infrastructure modifications
- Maintains an IPM intranet site
- Creates and maintains pest collection sites
- Continuing education:
  - Represents the Met at MuseumPest/IPM-WG conferences
  - Initiates research requests to the Department of Scientific Research (DSR) and/or invites external speakers to understand the effect of pesticides on art objects
  - Initiates research requests to DSR and/or invites external speakers to understand the range of art materials that are safe to freeze
- Drafts reports as needed on topics above
- Other related duties and special projects

### REQUIREMENTS & QUALIFICATIONS:

#### Experience and Skills:

- At least 3 years of experience in implementing and administering an IPM program across an organization
- Ability to lead teams and work collaboratively with staff across the museum at all levels
- Thorough knowledge of pest monitoring software (knowledge of buildings management software preferred)
- IPM certification preferred
- Proficient in Microsoft Suite (Word, Excel, Outlook, and PowerPoint)
- Experience working with museum cataloguing systems with a strong preference for experience with The Museum System (TMS)
- Strong interpersonal, communication and trafficking/project coordination skills
- Excellent organizational and analytical skills

#### Knowledge and Education:

- Extensive experience in pest management at a cultural, academic, or similar institution preferred
- Master's degree preferred but not required

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