

# Book Conservator

## Job Summary

Organisation

The Huntington Library

Location

San Marino

Contract Type

Full-time

Salary

70000 US dollars per annum - 74000 US dollars per annum

Closing date

Fri, 31/05/2024 - 12:00

## Job Details

### About the Role

The Book Conservator is responsible for the physical care, preservation, and conservation treatment of books, bound manuscripts, and other materials in the Library and Art collections. Works closely with other Library and Art Division staff in a team-oriented environment where collaboration and shared ideas are the norm. S/he/they will demonstrate a background of working directly with people from diverse racial, ethnic, geographic and socioeconomic backgrounds, using a welcoming, inclusive, and accessible approach.

### Essential Duties:

Examines, analyzes, and performs both basic and complex conservation treatments and housing on a broad range of library materials, including books (both rare and general collections), bound manuscripts, works on paper, and parchment in accordance with AIC guidelines.

Provides full written and photographic documentation of treatments in accordance with AIC guidelines. Prepares condition assessments, conducts surveys, and provides other written reports as necessary.

Contributes to permanent and rotating exhibits including reviewing materials, making recommendations, and performing treatment. Reviews and prepares materials for incoming and outgoing loans.

Participates in preparing materials for digitization.

Working with other staff, develops and implements preservation and treatment strategies at the collection level. Participates and assists in coordinating disaster response and recovery activities.

Keeps current on new developments in the field and participates in regional and national preservation activities as appropriate. Participates in educating staff, readers, and the wider public on matters related to conservation.

Assists in general organization, maintenance, and management of conservation laboratory. Researches and recommends laboratory equipment and supplies.

Works closely with supervisor and curatorial staff to set treatment priorities for bound materials.

Conducts or assists with workshops, seminars, and other training. May train and supervise interns.

Other duties as assigned.

#### Candidate Requirements and Experience Knowledge, skills, and abilities:

Master's degree from a graduate training program in conservation.

Thorough knowledge of conservation theory and practice and materials science as it applies to books and paper-based materials.

Ability to perform complex conservation treatments on a broad range of bound materials as demonstrated through a portfolio.

Excellent communication and organizational skills.

Demonstrated computer and related technology skills.

Evidence of professional activity, most typically through membership and participation in AIC.

#### Preferred:

Two to five years professional experience in conservation of bound materials in an institutional setting.

Experience treating flat paper items in a library context.

Demonstrated experience with exhibit or loan preparation including item examination, treatment, matting, framing, mounting, and evaluating transit needs.

#### Working Conditions

Lab and office environments

Frequent use of office equipment including computer, keyboard, and mouse.

Must be able to lift up to 15 lbs. at a time; ability to remain stationary for extended periods; push, pull, and bend as necessary.

#### Compensation & Benefits:

We provide competitive compensation, generous benefits and perks for all eligible employees including:

Pay Rate/ Range: \$70,000- \$74,000 annually. Negotiable and commensurate on experience.

Medical, Dental, Vision

403(b) retirement plan and matching retirement plan with an outstanding employer match

Hybrid remote work schedule available for applicable positions

Considerable paid time off, including annual leave, sick leave, and holidays

Discounts for staff in The Huntington Store and restaurants

Free admission to various museums and cultural institutions

Free passes each month to welcome family and friends to visit the grounds

#### The Application Process

Please submit a cover letter and CV/resume as a single PDF attachment.

You will have the opportunity to submit additional documents on the "My Experience" section of the application.