

# Conservator (Library and Archive)

## Job Summary

Organisation

Columbia University Libraries

Location

New York

Contract Type

Full-time

Salary

76210 US dollars per annum - 86180 US dollars per annum

Closing date

Mon, 22/01/2024 - 00:00

## Job Details

### Description

The Conservator position contributes to the Preservation Division's objectives by extending the longevity of the collections and thus their continued availability to scholars.

The Conservator serves as a member of the Conservation Department management team, communicating and coordinating work with other senior library staff, training and mentoring graduate and pre-program conservation interns, and contributing to the development of knowledge in conservation through research and presentations. The position will work with curators, librarians and archivists to plan for preventive conservation projects such as re-housing or cleaning. Provide advice and technical support on all aspects of preservation for CUL special collections. Select appropriate work for Conservation Assistants and conservator intern(s). Under the general direction of the Head, manage contract projects, including advising and training contract staff, Conservation Assistants and student workers.

The Conservator will examine, document, and assess condition of rare and valuable items identified for conservation treatment. Perform complex conservation treatments where necessary on rare books, bound and unbound manuscripts, prints, maps and drawings on paper or parchment. Treatments may include (but are not limited to) washing, de-acidification and physical treatment of paper, repair or reconstruction of historic bindings, creation of new bindings appropriate to historic materials, complex box-making. Manage selected treatment projects and assist the Head of Conservation with planning, developing and documenting procedures for the

preventive conservation of rare library materials. In the absence of Head and Mellon Conservator, may manage Conservation Program. Provide training and guidance as needed for interns, student workers, contract staff, Conservation Assistants and conservation program students.

## **Qualifications**

### **Minimum Qualifications:**

Master's degree in conservation or a related field including, or supplemented by, a full-time internship in book conservation treatment (with a minimum of nine months duration) under the direction of an experienced conservator. [Following graduation from an accredited program, a minimum of nine months' professional book conservation treatment experience, under senior direction, may be substituted for the internship requirement.]

Knowledge of disaster preparedness and response best practices.

Knowledge of chemistry as it applies to the conservation of library and museum collections.

Knowledge of best practices for museum exhibit installation. Knowledge of environmental monitoring techniques and optimal collection storage environments.

Excellent written and verbal communication skills.

### **Preferred Qualifications:**

Specialization in rare book conservation, experience binding historical book structures and knowledge of global bookbinding history.

Professional conservation experience within a research library or similar academic setting.

Demonstrated ability to contribute to the profession through formal teaching, research and/or publication.

Demonstrated successful project management experience.

Experience using database software and digital imaging software, electronic data loggers and related software

## **Application Instructions**

Apply online at: [academic.careers.columbia.edu](http://academic.careers.columbia.edu)

Applications must consist of an updated CV/resume, cover letter and a minimum of three (3) professional references.

Review of applications will commence on January 22, 2024 and continue until the position is filled.

## **Equal Employment Opportunity Statement**

Columbia University is an Equal Opportunity Employer / Disability / Veteran

## **Pay Transparency Disclosure**

The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to departmental budgets, qualifications, experience, education, licenses, specialty, and training. The above hiring range represents the University's good faith and reasonable estimate of the range of possible compensation at the time of posting.