Conservation Technician

Department: Preservation, Robert W. Woodruff Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Job Description

Reporting to the Conservator, the Conservation Technician performs a wide variety of repair and conservation treatments on research materials in collections in all Emory libraries. Treatments range from simple paper mends, to complex book repairs, as well as production of custom-made protective enclosures to house rare and unique items within the libraries’ collections. Assists in training Conservation Unit student assistants and other decentralized library staff, as well as interns and volunteers.

Key Responsibilities & Duties

Conservation

• Performs a range of conservation treatments for books, paper-based items, and other materials in the general and special collections of Emory Libraries. Treatments include spine repair, recasing, rebinding, and other book repair; paper repair; construction of custom-fit protective enclosures for fragile or special items; construction of supports for exhibits; and other similar treatments. Maintains quality and quantity standards set for the Conservation Unit.

• Keeps and reports monthly statistics on work completed and time allocated.

Equipment and Supplies

• Assists in maintenance of bookbinding tools and equipment, ensuring that authorized individuals use safety precautions when using tools and equipment.

• Assists in securing library materials and equipment, ensuring against loss or inappropriate use of the facility by unauthorized persons.

• Maintains the conservation facility with clean-up activities, monitoring inventory, restocking precut materials and other conservation supplies.

Training

• Assists conservation staff in training activities of the unit. May include instructing library staff, librarians, student assistants, interns, or volunteers in the various Emory libraries. Performs collection maintenance procedures, disaster recovery, and salvage techniques in one-on-one and workshop training.
Disaster Preparedness and Recovery

- Assists in monitoring and preparing supplies for disaster recovery.
- Assists in disaster recovery operations, generally for salvage of water-damaged materials.

Other Responsibilities as Needed

- Performs related duties as required.
- Participates in the work of Library committees.
- In the absence of the Conservation staff, assumes responsibility for the Conservation Unit.

Library Required Qualifications

- Three (3) years of preservation, conservation, bookbinding, or related experience.
- Demonstration of superior manual dexterity skills and ability to perform delicate, exacting tasks with a high level of productivity. Candidates will be asked to submit examples of their work and/or demonstrate certain hand skills during the interview process.
- Ability to build and sustain effective interpersonal relationships with library and campus staff, faculty and students.
- Evidence of organizational, communication, project, and time management skills; demonstrate ability to set priorities, meet deadlines, and complete tasks or projects on time, within budget, and in accordance with task/project parameters.
- Demonstrated proficiency and capabilities with personal computers, software, and library-relevant information technology applications. Working knowledge of standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint, or other productivity software.
- Commitment to fostering a diverse educational environment and workplace; an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.

Library Preferred Qualifications

- Ability to work successfully in a team environment, coordinate work with others, focus on set priorities, and be flexible in an ever-changing environment.
- Experience providing preservation or bookbinding services with evidence of progressively increasing scope of skills, knowledge, and responsibility in a large academic or research institution library; evidence of successful record of leadership and ability to foster an organization-wide perspective that ensures effective stewardship of available resources.
**University Job Description**
Performs preservation services for the conservation and reformatting of library materials; maintains supplies and equipment; provides administrative support to department; requires some knowledge of preservation issues.

**University Minimum Required Qualifications**
A bachelor’s degree in a related field. Three (3) years preservation or related experience.

**Application Procedures**
Interested candidates should review the applications requirements and apply online at

https://staff-emory.icims.com/jobs/17883/conservation-technician/job

Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

**Emory University is an Equal Opportunity/Affirmative Action/Disability/Veteran Employer.**