JOB TITLE: Conservation Lab Assistant Level II

JOB SUMMARY: The Conservation Lab Assistant Level II performs a variety of basic to intermediate book repair on circulating collection materials. Additionally, creating custom enclosures for Special Collections & Archives materials may be needed along with exhibit preparation. Other duties include: maintaining tools and equipment, monitoring of supplies, and assisting the Director of Conservation and Preservation as needed.

REPORTS TO: Director of Conservation and Preservation

DUTIES:

- Basic to intermediate book repair such as re-hangs, re-backs and new cases
- Creating custom enclosures
- Exhibit preparation
- Monitor supply levels
- Maintain tools and equipment
- Assist the Director of Conservation and Preservation as needed

SCHEDULE: Must be able to work a minimum of a few two hour shifts Monday – Friday 10 am - 4:30 pm

GENERAL SKILLS DESIRED:

- Previous experience as a Conservation Lab Assistant Level I is required
- A high degree of manual dexterity, accuracy, neatness, efficiency, and patience with detailed work
- Strong communication, interpersonal, and organizational skills
- Ability to work independently and be reliable
- Ability to follow written and oral instructions
- No fear of sharp objects
- Interest in books, bookbinding, and libraries are a plus

TRAINING WILL BE PROVIDED:

- An interview will include a manual dexterity test related to certain skills necessary for the position such as measuring, cutting, and following written and oral instructions. However, no applicant is expected to know how to complete any of the duties prior to on the job training.