JOB TITLE: Conservation Lab Assistant Level I

JOB SUMMARY: The Conservation Lab Assistant Level I performs a variety of hands-on activities such as preparing new books for shelf readiness by covering dust jackets and reinforcing paperbacks as well as conducting basic book repair on circulating collection materials. 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:

- Cover dust jackets and stiffen paperback books
- Basic book repair such as mending pages, tip-ins and spine repairs
- 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:

- 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.