



# INDIANA HISTORICAL SOCIETY JOB DESCRIPTION

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April 17, 2009

## **COLLECTIONS, CONSERVATION, PUBLIC PROGRAMS, & IHS PRESS: Conservation**

**Conservation Technician II**  
**Part-time, nonexempt grade level C**  
**Reports to: Senior Director, Conservation**

### **Nature of work**

The Conservation Technician II provides support for Conservation's preservation and conservation plan of a largely paper-based research collection held by the Indiana Historical Society (IHS).

### **Duties**

1. Evaluate collection items and stabilize by providing custom housing and fabrication of protective enclosures.
2. Perform basic paper conservation to archival collections such as surface cleaning, washing, and mending under direction of conservators. Assist Paper Conservator with treatments as required.
3. Perform condition surveys to works on paper, bound manuscript volumes, and enter condition survey data into survey database.
4. Assist with environmental monitoring, and manage photographic documentation of collections borrowed for exhibitions. Manage preservation supplies for conservation lab and routine lab work.
5. Engage in departmental preservation outreach programs: preservation workshops, Historic Document Preservation Program (HDPP), Conservation web page contributions.
6. Assist with examination of in-coming collections using proper precautions and safety equipment and help manage Integrated Pest Management for Collections.
7. Participate in disaster response operations.
8. Perform other duties as assigned.

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### **Essential knowledge, abilities, and skills**

1. Demonstrated experience of refined manual dexterity, excellent hand and eye coordination and precision hand skills.
2. Ability to safely handle fragile paper -based special collection materials, and work with care, deliberation, and neatness.
3. Formal or on-the-job training performing limited conservation treatment in a recognized treatment facility; or conservation program.
4. Ability to work independently as well as in a group environment and coordinate workflow; analytical problem-solving skills.
5. Detail-oriented.
6. Ability and willingness and enthusiasm to learn with appropriate training.
7. A familiarity with characteristics of paper, photographs, archival supplies, and their use in a conservation lab or collection setting, or ability and willingness and enthusiasm to learn these characteristics and uses.
8. Working knowledge of word processing and database management software.
9. Ability to operate heavy board shear and common cutting tools.

### **Qualifications**

#### **Required:**

1. Bachelor's degree in arts or sciences, preferably with a major that is materials based, i.e., studio art, archeology, or material culture.
2. Minimum of one year's experience in conservation lab related area with basic knowledge of collections conservation and essential knowledge of the field.

#### **Preferred:**

3. Experience performing minor treatments to paper based materials or books in a professional setting.

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**Pay and benefits**

The position is budgeted for up to 30 hours/week with a flexible schedule between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday. Part-time employees are not eligible for group health and dental insurance, but are eligible to participate in voluntary benefits. Other benefits include free parking, staff discount at History Market and café, reciprocal benefits at other cultural institutions in Indianapolis.

**Applications**

Please send a cover letter, resume, and the names, current addresses and telephone numbers of three professional references to: April Kerber, Senior Director, Human Resources; Indiana Historical Society, 450 W. Ohio Street, Indianapolis, IN 46202-3299. Fax: (317) 234-0076. Applications will be accepted until the position is filled.

*The Indiana Historical Society is an equal opportunity employer.  
[www.indianahistory.org](http://www.indianahistory.org)*