Book and Paper Conservator

Reporting to the Head of Conservation, the Book and Paper Conservator will be responsible for performing conservation treatments of bound and unbound library materials in support of the stewardship of special collections at the Ohio State University Libraries. The Book & Paper Conservator will coordinate the preparation of rare and special collections materials for digitization, supervise staff and students, and will advise on workflows and best practices of the Conservation unit. The successful candidate will participate in the development of care and handling guidelines and their implementation through education and training opportunities for Ohio State University Libraries staff and faculty. Other duties will consist of assisting with the management of the conservation lab, including chemical and laboratory safety, as well as disaster planning and response. Excellent communication skills and the ability to collaboratively set priorities are essential to these endeavors.

The Preservation and Digitization Program Area staff works collaboratively as a team to steward the Ohio State Libraries collections, harnessing our different expertise and helping each other to reach our full potential, and together ensure the long-term preservation of this vast cultural heritage.

Consistently demonstrates commitment to our values and promotes an organizational culture of Discovery, Connection, Equity, Integrity, and Stewardship (https://library.osu.edu/strategic-directions) as well as dedication to advance the work of the Content & Access unit. All other duties as assigned.

Key Responsibilities:

- Perform conservation treatments on a wide range of library and archival materials including rare books and works on paper of the Special Collections.
- Evaluate conditions of materials and designs projects based on the needs of the collection, and writes condition and treatment reports that include photographic documentation in accordance with the AIC Code of Ethics and Guidelines for Practice.
- Assist the Head of Conservation to implement the workflows and identify treatment priorities in close consultation with staff and curators.
- Will train and supervise other staff members and student assistants performing support duties, as well as interns and fellows.
- Participate in lab-wide administration and support including, but not limited to chemical and laboratory safety, disaster planning and response, contributions to procedural documentation, and general operational management.
- Participate in education and training to the Libraries employees, including development of care and handling guidelines, handling materials for digitization and participates public outreach, and general training and education programs.
- Assists with preventive preservation programs such as environmental monitoring and pest management as needed.
- Stay current with developments in the field of library conservation; engages in appropriate professional development, continuing education, professional service, and research activities.
- Perform other related duties as assigned.

Required Qualifications:

- Specialized Training in Conservation, including a Master’s degree or equivalent combination of education and experience
- Knowledge and demonstrated application of current conservation principles and practices, materials science, and the history of bookbinding and papermaking.
- Demonstrated ability to perform high-quality conservation treatments on special collections materials, primarily book and paper with high level of independence.
- Ability to communicate effectively with internal and external stakeholders.
- Strong service orientation is also required.
- Applicants invited for an interview will be asked to present a portfolio of recent conservation treatments.

Preferred Qualifications:

- Master’s degree from a conservation program with one year of post-graduate work in a library, archive, or museum preservation department.
- Professional Associate AIC Membership.

Pay Range:
$49,800 - $55,000

Application

The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or identity, national origin, disability status, or protected veteran status. The Ohio State University is a member of the Association of College and Research Libraries (ACRL) Diversity Alliance.