Photograph and Paper Conservator

Reporting to the Head of Conservation, the Photo and Paper Conservator is responsible for performing conservation treatments of photographic materials and works on paper in support of the stewardship of special collections at the Ohio State University Libraries. The Conservator coordinates the preparation of rare and special collections materials for digitization, supervises staff and students, and advises on workflows and best practices of the Conservation unit. The Conservator participates 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 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. 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 and Access unit. All other duties as assigned.

Key Responsibilities:

- Performs conservation treatments on a wide range of library and archival materials including photographs and works on paper of the Special Collections.
- Evaluates 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.
- Assists 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.
- Participates in lab-wide management and support including, but not limited to chemical and laboratory safety, space planning, disaster preparedness, and contributions to procedural documentation.
- Participates in education and training to the Libraries employees, including development of care and handling guidelines, handling materials for digitization and participates in public outreach, and general training and education programs.
- Assists with preventive preservation programs such as environmental monitoring and pest management as needed.
• Stays current with developments in the field of library conservation; engages in appropriate professional development, continuing education, professional service, and research activities.

• Performs other related duties as assigned.

Requirement 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 photographic techniques and works of art on paper.

• Demonstrated ability to perform high-quality conservation treatments on special collections materials, primarily photographs 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

Desired Qualifications

• Master’s Degree from a conservation program with one year of post-graduate work in a library, archive, or museum preservation department.

• Membership in American Institute for Conservation (AIC).

Pay Range:

The posting range for this position is $46,000 to $52,000 annually.

Application

University Libraries is committed to building a diverse, equitable and inclusive environment for people of all backgrounds and ages. We are taking steps to meet that commitment and especially encourage members of under-represented communities to apply, including but not limited to women, people of color, LGBTQ+ people, veterans, and people with different abilities. We know there are great candidates who have backgrounds less traditional to our field of work—if that is you, please apply and tell us about yourself.

Please submit cover letter and resume with the online application at https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/Photograph-and-Paper-Conservator_R59515. This posting will close on October 3, 2022.
The Ohio State University is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status. The Ohio State University is a member of the Association of College and Research Libraries (ACRL) Diversity Alliance.