

<b>JOB TITLE:</b>	#1311 Associate Book & Paper Conservator
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
<b>SALARY:</b>	\$3,769.00 monthly minimum
<b>STATUS &amp; HOURS:</b>	Full-time, regular (2,088 annual hours) position.
<b>CLASSIFICATION:</b>	11L Professional
<b>HIRING MANAGER:</b>	Conservation Manager
<b>POSTING DATE:</b>	August 2, 2016
<b>DEADLINE DATE:</b>	Application materials must be received by August 23, 2016.
<b>SUPPLEMENTAL FORMS:</b>	Not required for this position.

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for an Associate Book & Paper Conservator to provide conservation treatment for MNHS book and paper collections and to manage the book and paper conservation laboratory as a business unit within the conservation section of the Collections and Research Services division.

**SUMMARY OF WORK:** 1) execute preservation measures and conservation treatments to protect and conserve paper-based items within MNHS collections, assuring that procedures are performed in accordance with the AIC Code of Ethics and Guidelines for Practice, so that the least disruptive treatment is performed, does not adversely affect its future examination, scientific investigation, treatment or function, and that compensation for loss is as reversible, as practical; 2) mentor and advise lab assistants and technicians and Volunteers in the execution of remedial repairs, storage housings, exhibit mounts, and commercial bindery preparation in accordance with conservation labs standards, priorities, and schedules; 3) optimize the preservation of MNHS collections by maintaining a high level of familiarity with recent developments and advances in the field of book and paper conservation in order to formulate and make recommendations on conservation standards, policies, procedures, equipment and materials; 4) maintain laboratory equipment and materials to ensure efficiency in lab operations; 5) provide advice and education to other MNHS staff, other agencies, and the general public about book and paper conservation theory and practice, increasing awareness of the conservation needs of collections and individual items; and fostering proper conservation practices; and 6) report regularly on lab operations and goals, advising the Conservation Manager and other staff of issues, progress, and lab activities; and coordinating work with other departments and divisions.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Art Conservation or related field plus five years conservation experience or equivalent OR an advanced degree or Certificate in Art Conservation plus three years of experience or equivalent.
- Extensive knowledge of conservation theory, chemistry, and practice for manuscripts, documents, bound volumes, photography and other paper-based items in the collections.
- Extensive knowledge of materials and techniques used in the exhibition and storage library, archive and manuscript collections.
- Advanced and thorough knowledge in and experience with a wide range of techniques and procedures of book and paper conservation; preventive conservation, and remedial repair.
- Demonstrated ability to evaluate available scientific data so that the techniques and materials are proper for each item treated and its age, condition and projected use by MNHS.
- Demonstrated ability and patience to execute conservation procedures with a high degree of manual dexterity and constant attention to detail.
- Advanced and thorough specialized knowledge of deterioration processes in paper and related records materials and inherent vice for both natural and man-made materials present in recent and historic objects.
- Professional mastery of scientific analysis and reporting techniques and methods; and the demonstrated ability to apply them in various situations and problem-solving projections, including the identification of materials and the evaluation of conservation treatments.
- Specialized knowledge of historic and 20th century paper manufacture and of 19th and 20th century reprographic techniques.
- Knowledge of safe use and handling practices of laboratory equipment and materials; including hazardous and toxic chemicals.
- Knowledge of concepts and techniques used in photographic documentation of object conditions and treatment.
- Proven experience with standard digital conservation photography as well as computer proficiency with Microsoft Word and Microsoft Excel.

**DESIRABLE QUALIFICATIONS:**

- Graduate degree or Certificate in Art Conservation.
- College level chemistry course work.
- Strong book and paper conservation hand skills.
- Skill and ability to coach and train staff.
- Demonstrated ability to exercise independent judgment in matters involving technical expertise.
- Demonstrated ability to organize work schedules, determine priorities, maintain supplies, and prepare reports, maintaining high productivity, high quality, and efficient work flow.
- Working knowledge of KE EMu.

**TO APPLY:** Submit *MNHS Application for Employment*, (available at [www.mnhs.org/jobs](http://www.mnhs.org/jobs)), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

<b>Attn:</b> [Fill in Job Title] <b>Minnesota Historical Society</b> <b>345 Kellogg Boulevard West</b> <b>St. Paul, MN 55102-1906</b>	<b>Attn:</b> [Fill in Job Title] <b>Email:</b> <a href="mailto:humanresources@mnhs.org">humanresources@mnhs.org</a>	<b>Attn:</b> [Fill in Job Title] <b>Fax:</b> 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

**Applications will be acknowledged**  
**- No phone calls please -**