



Conservation Associate (LA III - COLL)

Reporting to the Thomas F Peterson (1957) Conservator for MIT Libraries, the Conservation Associate works in collaboration with colleagues and independently to execute daily operations to preserve circulating and non-circulating collections across the Institute. This role provides conservation support for digitization workflows, minor treatments, custom housing, administrative reporting, ordering, instruction, environmental monitoring and emergency management and response, and collection and lab space management. They work to meet the Libraries conservation goals within a "digital-first" philosophy and portfolio; they continually aim to improve operational efficiency in conservation practices, and they infuse diversity, equity, and inclusion values into their work. This is an excellent opportunity to gain experience in a dynamic academic library setting. We are committed to helping our future colleague expand their skills, as well as learning from their areas of strength.

RESPONSIBILITIES INCLUDE:

35% lab-based treatment and collections management

- Fabricating of custom enclosures, including box measuring and label creation
- Physical paging of collections and organization of rare collections
- Performing minor in-house treatments, especially book and paper repair
- Treating documentation (examination, treatment proposals, imaging)
- Supporting digitization workflow, including cradle and mount creation
- Providing guidance and training in basic book repair to student and temp workers

30% administration and emergency management

- Processing reports and stats to monitor and meet productivity targets
- Performing lab management and maintenance
- Performing project management, including PDF-accessible document creation
- Maintaining conservation-grade supplies, including working with contractors and administrative assistants ordering, preparing price quotes, and developing specs
- Performing environmental monitoring including monthly temperature and %RH readings metadata capture, upload, and interpretation from dataloggers
- Integrating pest management quarterly data capture
- Acting as environmental health and safety (EHS) operational representative for lab
- Acting as emergency management and response team member

20% conservation activity and exhibitions across MIT and off campus

- Preparing exhibition loan of MIT Collections facilitation
- Preparing for exhibitions, including cradle creation, installation, and de-installation
- Providing tours and assisting with event openings
- Participating in events programming (Preservation Week, Cambridge Science Fest)

15% training, instruction, and consultation on and off campus

- Creating instructional videos
- Teaching conservation or bookbinding (online, in-person, or hybrid)
- Preparing for conservation consultancies on-campus

- Collaborating with bookbinding and print art groups
- Working with staff and with students

QUALIFICATIONS:

Required:

- High school diploma or equivalent combination of education and related experience
- Minimum of two years of training or experience in conservation, bookbinding, or related field (e.g., museum studies, exhibitions prep) requiring precise, detail-oriented work and hand skills (applicants invited to interview will be asked to bring relevant examples of handwork).
- Ability working with non-circulating and rare collections in a library, archives, museum, higher education, and/or a customer service environment setting
- Ability to demonstrate manual dexterity and handle small tools and instruments.
- Ability to demonstrate strong organizational, analytical, and problem-solving skills to perform a range of responsibilities to execute both short and long-term projects
- Ability to follow directions, manage competing priorities, meet deadlines, identify challenges, and ask for help when needed
- Ability to work on a team and to interact with a variety of people
- Ability to communicate in both oral and written forms with positive interpersonal skills
- Ability to be flexible and adapt to an ever-evolving environment
- Ability to learn and use technology including automated library software systems
- Ability to respond to emergencies after hours
- Ability to work on-campus.
- Ability to do work standing, climb step stools and safety ladders.
- Ability to lift and reach (up to 50lbs) using appropriate safety measures
- Ability to operate specialized equipment (shears and book presses), and fume hood.
- Projects may involve exposure to dust and mold or the use of organic solvents.

We expect the candidate to be stronger in some qualifications listed above than others; we are committed to helping our future colleague expand their skills, as well as learning from their areas of strength

Preferred:

- Experience with treatment assessment and non-adhesive custom housing creation
- Formal training in fine hand bookbinding on an advanced level, or equivalent
- Bachelor's degree from a college or university
- Experience having provided in-person and online hands-on instruction
- Proficiency working with computing applications (Aeon, Adobe Creative Suite)
- A valid driver's license, ability to operate a motor vehicle, and a good driving record.

HOURS: 35 hours per week. Monday – Friday, 9:00 a.m. – 5:00 p.m. (schedule to be determined)

HOURLY RATE AND BENEFITS: \$21.09/hour minimum; actual based on qualifications and experience. MIT offers excellent benefits including a choice of health plans, a dental plan, tuition assistance and fully subsidized MBTA passes for local bus and subway service. The MIT Libraries affords a flexible and collegial working environment and provides opportunities for training and skill development.

APPLICATION PROCESS: Apply online at: <https://hr.mit.edu/careers> applications must include cover letter and resume. Priority will be given to applications received September 3rd, 2021; position open until filled.

ABOUT THE MIT LIBRARIES:

The MIT Libraries support teaching, learning, and research across the Institute, with millions of resources, deep expertise, and five campus locations where our community consumes and creates knowledge. Our organization is on an exciting journey of transformation, pursuing a digital-first model for research libraries and prioritizing an open scholarship agenda. We aim to exercise bold leadership in defining a model for research libraries in the future, with innovative spaces like the newly renovated Hayden Library and a focus on supporting data-intensive and computational research and learning.

We strive to do great things, powering the MIT community to solve complex problems in the service of humankind, and each member of our 146-person staff has a role to play in pursuing that vision. We're constantly adapting to the rhythms of a changing world, and we welcome candidates who can help us do that in thoughtful and strategic ways that center our mission and values.

MIT Libraries is an environment that welcomes any body, any mind — including all genders — and particularly encourages applications from underrepresented minorities, women, disabled applicants, and veterans. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multicultural, diverse, and inclusive workplace and who strive to incorporate those values in their work and interactions are encouraged to apply.