



Conservation Associate - LA III - Collections

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.

CORE RESPONSIBILITIES:

40% 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

25% administration and emergency management

- Processing reports and stats to monitor and meet productivity targets
- Assisting with lab management and maintenance
- Assisting with 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

November, 2023

- 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
- Participating on research projects

REQUIREMENTS:

- High School Diploma or equivalent
- 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).
- Working with non-circulating and rare collections in a library, archives, museum, higher education, and/or a customer service environment setting
- Demonstrate manual dexterity and handle small tools and instruments.
- Demonstrate strong organizational, analytical, and problem-solving skills to perform a range of responsibilities to execute both short and long-term projects
- Follow directions, manage competing priorities, meet deadlines, identify challenges, and ask for help when needed
- Work on a team and to interact with a variety of people
- Communicate in both oral and written forms with positive interpersonal skills
- Be flexible and adapt to an ever-evolving environment
- Learn and use technology including automated library software systems
- Respond to emergencies in person after hours and during extended institute holiday periods
- Work on-campus.
- Do work standing, climb step stools and safety ladders.
- Ability to lift and reach (up to 30lbs) 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 candidates 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)

SALARY AND BENEFITS: This job falls within the following hourly range for AFSCME Library Assistant III:

Min \$23.77	Mid \$33.38	Max \$42.98
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Actual salary will depend on qualifications and experience. MIT offers excellent [benefits](#) including a choice of health and retirement plans, a dental plan, tuition assistance, and fully subsidized MBTA passes for local bus and subway service. Flexible work arrangements, including flex-time and telecommuting, are considered for positions that meet established criteria. The MIT Libraries is a collegial and supportive working environment and fosters professional growth of staff with management training and travel funding for professional meetings

This is a union position. Employees working in this position are covered by the collective bargaining agreement between the MIT Libraries and American Federation of State, County and Municipal Employees Council 93. Provisions related to wages, benefits and other terms of employment are contained in the agreement. Any questions regarding the agreement should be directed to lib-hr@mit.edu

APPLICATION PROCESS: Apply online via <http://careers.mit.edu/> Applications must include a cover letter and resume. Priority will be given to applications received by **November 17, 2023** position open until filled. MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multi-cultural, diverse and inclusive workplace, and who strive to incorporate those values in their work and interactions are encouraged to apply. Please reach out to lib-hr@mit.edu with any questions regarding this role.

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.

BACKGROUND CHECKS:

Employment is contingent upon the completion of a satisfactory background check

VISA SPONSORSHIP: MIT sponsors visas only for certain academic and research positions. MIT does not sponsor the following individuals for employment-based visas or for exchange visitor visas: students; technical, administrative, library, or support staff members; individuals with inadequate funding, insurance, or credentials; or those whose particular visa history precludes sponsorship.