

Indiana Historical Society Job Description



April 2024

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| JOB TITLE: | Kress Fellow, Conservation |
| DEPARTMENT/AREA: | Library & Archives; Access and Preservation |
| FLSA STATUS & PAY GRADE: | Exempt |
| REPORTING RELATIONSHIP: | Conservator |
| EMPLOYEES SUPERVISED: | n/a |
| FULL/PART TIME: | Full-time, temporary (10 month duration) |

The Indiana Historical Society is pleased to offer a Samuel H. Kress Conservation Fellowship for a ten month appointment beginning September 2024. This fellowship opportunity is made possible through the generous support of the Samuel H. Kress Foundation, administered by the Foundation for Advancement in Conservation.

POSITION PURPOSE:

Participate in the physical care, preservation, and conservation treatment of the Indiana Historical Society (IHS) Collection and selections from The Remnant Trust collection, which include a wide range of paper-based special collections and archival materials.

ESSENTIAL FUNCTIONS:

1. Perform condition surveys to works on paper and photographs to help identify and recommend current and future preservation needs.
2. Perform broad range of treatments and associated AIC-compliant documentation to materials.
3. In consultation with department staff, examine, analyze, and provide consultation regarding rare materials and their use.
4. Participate in environmental monitoring, pest management, and disaster planning.
5. Provide statistical information when needed.
6. Participate in educating in-house staff, outside groups, and the wider public about conservation.
7. Other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES

1. Thorough knowledge of conservation theory, principles, practices, and ethics as they relate to books, photographs, and paper-based materials in a special collections and archival setting.
2. Knowledge of the chemical and physical properties of books/paper and an understanding of the causes of deterioration.
3. Ability to perform complex conservation treatments on a broad range of paper-based collections.
4. Ability to work independently with minimal supervision in addition to working well with other staff members.
5. Demonstrated computer and related technology skills.
6. Excellent communication and organizational skills.

QUALIFICATIONS:

The fellowship is limited to graduates of graduate conservation programs in the US or Canada, or to US citizens graduating from a graduate-level conservation program abroad.

COMPENSATIONS AND BENEFITS:

Salary is \$34,000 (\$1,700 per semi-monthly pay less applicable taxes and deductions) IHS offers an excellent benefits package, including health, dental, life and short/long-term disability coverage; employer and employee funded retirement plans with American United Life – OneAmerica; employee assistance program (EAP); Pre-Paid Legal Services; flexible benefits, and generous paid time off. Free parking provided nearby, staff discounts in the Basile History Market and the Stardust Café, and reciprocal benefits at other cultural institutions.