

<b>JOB TITLE:</b>	Conservator
<b>DEPARTMENT/AREA:</b>	Library & Archives; Access and Preservation
<b>FLSA STATUS &amp; PAY GRADE:</b>	Exempt
<b>REPORTING RELATIONSHIP:</b>	Director, Access
<b>EMPLOYEES SUPERVISED:</b>	n/a
<b>FULL/PART TIME:</b>	Full time

**POSITION PURPOSE:**

Manage the physical care, preservation, and conservation treatment of the Indiana Historical Society (IHS) collections, which include a wide range of paper-based special collections and archival materials.

**ESSENTIAL FUNCTIONS:**

1. Assess condition, handling needs and perform broad range of treatments for IHS collection materials.
2. Oversee day to day operations of conservation lab, maintaining all appropriate documentation and statistical information.
3. Serve as internal conservation consultant, providing conservation support for IHS projects, recommendations in regard to pest management, and participating in environmental monitoring.
4. Maintain organization's disaster plan, serving as lead of disaster team.
5. Train and educate internal and external partners as needed.
6. 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. Ability to communicate, both verbally and written, for a variety of audiences
6. Excellent organizational skills with ability to adapt to changes.
7. Demonstrated computer and related technology skills.

**QUALIFICATIONS:**

Master's degree from a recognized graduate training program in conservation or equivalent combination of education and at least 2 years of hands-on experience.

**PHYSICAL REQUIREMENTS:**

Manual Dexterity – Ability to handle fragile items with care.

Physical Movement – Stooping, Bending, Kneeling, and Crouching In order to pick up items and provide needed treatments.

Strength – Ability to lift & carry items weighing up to 35 pounds.

Wrist & Visual Stamina – Ability to type and focus on a computer screen for prolonged periods of time, ability to perform multi-step treatments for collection materials

(Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

**TOTAL COMPENSATION**

IHS offers an excellent compensation package. Benefits include health, dental, life and long-term disability coverage; employer and employee funded retirement plans; 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 in Indianapolis.

**Applications**

Please send a cover letter and resume to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202 or at [hr@indianahistory.org](mailto:hr@indianahistory.org). Applications will be accepted until the position is filled.