

Conservation Technician

The Office of the Clerk of Civil District Court for the Parish of Orleans is seeking qualified individuals to perform basic stabilization and minor conservation treatments to paper objects (both bound and flat); perform condition surveys of archival materials; and assist occasionally with reading room duties.

Knowledge, Skills and Abilities

Candidates must have demonstrated experience carrying out conservation work in a library and/or archive setting. Library degrees without conservation experience are not sufficient. Demonstrated knowledge of conservation equipment, tools, materials, generally accepted repair techniques, and batch treatments is required. Candidates must also be familiar with best practices for handling, shelving and storing fragile paper-based materials.

Candidates should be able to handle, humidify, measure, mend and flatten damaged and possibly moldy archival documents. Minor book repair will be assigned and performed as needed. Candidates must be flexible and willing to assist customers and other staff members in the reading room when called upon.

Professional characteristics

Conservation technicians must be organized, self-motivated, and able to work under pressure. Candidate will be expected to interact with team members using positive communication skills and to convey changes in scope of work that may affect deadlines. Applicants must be able to perform quality control of in-house repairs and contracted library binding. Technicians must have the ability to follow instructions and to establish and maintain positive working relationships with co-workers and the public.

Successful candidates have good time management skills and ability to address multiple tasks. Must organize and prioritize daily treatments, and compile accurate statistics on work performed. Technicians need to set protocol, and work independently while consulting supervisors. Candidates must be flexible with changes in work location and tasks.

Education and Training Requirements

A bachelor's degree or equivalent needed, along with demonstrated training and experience in the field of library/archives conservation. Must be 18 years of age or older. Any degrees must be from appropriately accredited institutions.

Physical requirements

The tasks demand the ability to work for long periods while standing, to lift and carry materials weighing up to 50 pounds, and to perform repetitive activities. Applicants must have excellent manual dexterity, ability to push book carts between building floors and capacity to work in an environment with dust.

The position is full time with benefits. Salary is commensurate with experience.

Applicants should send a resume with cover letter by email to: hrclerk@orleanscdc.com or by mail to Human Resources, 1340 Poydras, Suite 400, New Orleans, LA 70112.