

CITY OF NEW YORK
DEPARTMENT OF RECORDS AND INFORMATION SERVICES
CITYWIDE JOB VACANCY NOTICE

OFFICE TITLE Book Conservator	SALARY \$35.00/hour
BUREAU/DIVISION/UNIT Municipal Archives	WORK LOCATION 31 Chambers Street, Manhattan
<p><u>JOB DESCRIPTION:</u></p> <p>The New York City Municipal Archives Conservation Unit seeks a part-time (4 days/week), contract book conservator for an approximately 5-month term position to begin immediately. The successful candidate will participate in a grant-funded project to conserve a selection of the Archives' "Old Town" ledgers dating from the 17th to early 20th century. Tasks will include full treatment of paper including treatment of deteriorated iron gall ink, rebinding of oversized ledgers in both cloth and leather, construction of drop-spine boxes, and other duties related to the conservation of bound volumes.</p> <p style="text-align:center"><u>QUALIFICATIONS /REQUIREMENTS:</u></p> <ul style="list-style-type: none">• A master's degree in conservation, or equivalent training and experience;• All candidates are required to have a minimum of a baccalaureate degree from an accredited college or university.• At least 3 years experience in the assessment and treatment of bound materials;• Experience with creating and implementing treatment plans and completing before, during, and after treatment documentation in accordance with the AIC Code of Ethics;• Ability to plan, prioritize, and meet deadlines;• Excellent communication and collaboration skills;• Ability to stand for hours at a time, lift and transport up to 30lbs, and work in areas that may include exposure to dust and/or mold	
<p>FOR CONSIDERATION, EMAIL A RESUME WITH A COVER LETTER TO: recruit@records.nyc.gov WITH HEADER BOOK CONSERVATOR. SELECTED CANDIDATE WILL BE CONTACTED VIA EMAIL.</p> <p>Visit our website to find out more about us: www.nyc.gov/records</p>	