

**DESCRIPTION:** Under limited supervision of a Conservator Laboratory Manager, performs work in the conservation and preservation of artifacts of artistic and/or historic significance at the State Historical Society's Gerald R. Ford Conservation Center; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first classification level of two in the Conservator class series. Incumbents in this class perform full performance duties related to the conservation of valuable works in a laboratory. This class is distinguished from the Conservator Laboratory Manager class which is responsible for the full business operations of a conservation lab including supervision of assigned staff.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Examines, analyzes, researches, documents and conserves artifacts of artistic and/or historic significance in the form of paper, paintings or three-dimensional objects.

Performs conservation assessments, collection condition surveys and consultation on conservation projects; provides written summaries of collection/item conditions and recommendations for conservation needs.

Provides preservation and collections care expertise to private and public organizations and residents through the delivery of lectures and workshops; answers inquiries on conservation and preservation related matters.

Participates in the research and development of grant proposals relating to conservation projects.

Prepares a variety of reports relating to the conservation work performed or to be performed on a specific item and preservation of the Society's collections.

Collaborates in the development of disaster plans and disaster recovery efforts for the agency personnel and facilities.

Recommends and assists in the implementation of contractual conservation projects for the center.

Researches and provides information to improve the quality of conservation projects.

Provides guidance and assistance on conservation related matters to lab staff members, including students, interns and technicians.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: current principles, practices and procedures of professional art conservation; chemical, mechanical and biological processes of deterioration; design techniques, tools and principles; art and cultural history; historic events and their causes; current professional standards of the museum and conservation fields; disaster preparedness procedures and plans; the operation of various conservation tools and equipment including microscopes, X-Ray machines, photography equipment, infrared camera, scanning equipment, power tools, molding/casting tools, chemistry lab tools, fume exhaust systems, etc; safe use of chemicals, solvents and reagents needed to carry out conservation activities; requirements of the American Institute for Conservation's Code of Ethics and Guidelines for Practice.

Skill in: determining the kind of tools and equipment needed to do a job; managing one's own time and the time of others; using logic and reasoning to identify the strengths and weaknesses of alternative solutions.

Ability to: demonstrate excellent hand skills; work independently; coordinate different projects among several contributors; communicate so others will understand; work in a team based structure; conceptualize impact of treatment techniques on objects; provide customer service and support; solicit conservation work from outside sources; operate a motor vehicle; lift or move 30 pounds.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Master's degree/certificate from a recognized conservation training program, or have equivalent apprentice training in conservation, plus two years of progressive work experience.

**SPECIAL NOTES:**

Positions in this class may require an employee to possess a valid driver's license or provide independent authorized transportation.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).