

Career Service Authority

Conservator

Revised Date / /
Revised By Janell Flaig
FLSA Code Exempt
Est. Date 09/16/95

General Statement of Duties

Initiates, performs, and supervises conservation, restoration, and documentation of museum collections.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Maintains collections through preventative conservation techniques and security measures in collaboration with curators and security staff.
 - *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.*
 - *Knowledge of conservation techniques sufficient to be able to restore and maintain collections and artifacts.*
 - *Knowledge of conservation and preservation principles and practices sufficient to be able to assess condition and prioritize preservation measures for artwork and historical artifacts.*
 - *Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.*
2. Surveys and documents existing collections and visiting exhibits to determine condition of art and artifacts, and for setting conservation priorities.
 - *Knowledge of conservation and preservation principles and practices sufficient to be able to assess condition and prioritize preservation measures for artwork and historical artifacts.*
3. Performs laboratory treatments on collections and artifacts.
 - *Skill in using a variety of laboratory instruments.*
 - *Skill in handling and caring for fragile collections and artifacts.*

- *Knowledge of conservation techniques sufficient to be able to restore and maintain collections and artifacts.*
- *Skill in independently adapting, interpreting and applying written guidelines, precedents and standardized work practices to a variety of unprecedented or problematic situations.*
- 4. Plans and develops policies and procedures for conservation and restoration.
 - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, and/or garner support for various programs or policies.*
 - *Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.*
- 5. Contracts with outside conservators for projects that cannot be completed in Art Museum Laboratory.
 - *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.*
- 6. Provides expertise and advise to other museums, and information to Museum staff and the public concerning conservation issues and collections care.
 - *Skill in establishing and maintaining effective working relationships with employees, various representatives of public or private entities, policy making bodies, and the public.*
 - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, and/or garner support for various programs or policies.*
- 7. Develops, monitors, prepares budget, and authorizes expenditures for the department.
 - *Knowledge of the principles and practices of budget preparation sufficient to be able to monitor a budget and authorize expenditures.*
- 8. Schedules, trains, and directs volunteers, conservation interns and students
 - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
- 9. Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
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Job Requirements

Level of Supervision

May perform leadwork over contract or temporary employees.

Guidance and Decision Making

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guidelines in order to interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in unprecedented situations. Work assignment is performed within an established framework under general instructions. Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated. Completed work is generally reviewed for soundness of judgment, conclusions, adequacy and conformance to policy. Guidelines are in the form of stated objectives for the unit.

Interpersonal Communications

Contacts of a nonprescribed nature involving the negotiation and resolution of nonroutine, problems encountered and where exceptional degrees of discretion and judgment are required in carrying out the programs and policies of the organization.

Physical Demands

Standing: remaining on one's, feet in an upright position.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Crouching: bending body downward and forward by bending legs.

Handling: seizing, holding, grasping or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Physical Strength

Lifting: Raising or lowering an object 25 - 50 pounds.

Vision Requirements

Far Acuity: ability to see clearly at 20 feet or more.
Near Acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors

Mental Demands

Mathematical Reasoning
Memorization
Oral Comprehension
Spatial Orientation
Written Comprehension

Environmental Conditions

Atmospheric Conditions: conditions that affect the skin or respiratory system.
Exposure to hazardous chemicals.
Exposed to housekeeping/cleaning agents/chemicals.

Working Conditions

Exposed to housekeeping/cleaning agents/chemicals
Subject to hazards of flammable, explosive gases
Subject to burns and cuts
Subject to varying and unpredictable situations
Subject to many interruptions
Pressure due to multiple calls and inquiries
Exposure to toxic chemicals.

Minimum Education

Baccalaureate Degree in Conservation of Fine Art or Archaeology.

Minimum Experience

Three years of experience as a practicing art conservationist.