POSITION VACANCY ANNOUNCEMENT

POSITION: Conservator - Library Coordinator 2

REPORTS TO: Head, Preservation and Conservation Unit

SALARY: $48,500 annually. Actual salary will reflect selected professional’s experience and credentials

JOB NO: 502691

DEADLINE DATE: July 18, 2017

ATTENTION: Please be aware this position is not located on the main campus. The job location for this position is at: 4040 NE 49th Avenue (RTS – Job Corps Route 24).

JOB SUMMARY
The University of Florida George A. Smathers Libraries seeks an innovative and knowledgeable Conservator. The position is part of the Preservation and Conservation Department and reports directly to the Head, Preservation and Conservation Unit. The Conservator is responsible for evaluating collection materials for treatment in consultation with curators and librarians; assessing document treatments in accordance with AIC Guidelines; managing conservation treatment of library and archival collections; managing the Libraries’ conservation lab; and supervising lab staff. Essential responsibilities include the conservation treatment and housing of special collections materials; designing collections care workflows for circulating materials; hiring, training, and supervising the work of other employees in the conservation lab; participating in emergency preparedness and response; and ensuring that the conservation lab is supplied and equipped to ensure continued access to the Libraries’ collections.

To support all students and faculty and foster excellence in a diverse and global society, the Conservator will be expected to include individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientations, and perspectives in work activities.

RESPONSIBILITIES
Conservation of Materials
- Performs conservation treatment of general and special collections materials, including a wide range of book and paper formats, in adherence with the AIC Code of Ethics and Guidelines for Practice to meet the needs of the Libraries.
- Develop and construct custom housings for collections materials.
- Documents treatments of general and special collections in adherence with the AIC Code of Ethics and Guidelines for Practice.
- Participating in emergency preparedness and response to protect materials (including mold outbreaks)
Oversight and Responsibilities for Conservation Lab

- Manages the conservation lab, including the hiring, training, and supervision of 2.5-4 FTE staff, student workers, volunteers, and interns.
- Evaluates collection materials from the General and Special Collections to plan for conservation treatments and housings at varying degrees of complexity.
- Organizes and assigns conservation projects including planning, estimating necessary resources, and managing workflows as required to meet deadlines.
- Develops workflows and procedures to efficiently care for a range of collection materials.
- Maintains supplies, materials, and equipment to meet the needs of the lab; investigates and follows through on innovative options to meet those needs.
- Coordinates the workflow of materials selected for digitization and provides conservation support for digital projects and exhibits.
- Coordinates protective enclosure and library binding programs (which includes employing specialized equipment such as the ultrasonic encapsulator).

Outreach and Training

- Assists and advises on collection displays and exhibits, tours, workshops, and development visits as needed.
- Assists the Preservation Librarian in training, education and outreach, emergency preparedness and response, and other responsibilities as needed.
- Provides specialized reference support on preservation to Libraries staff, the University community, and the general public.

Reporting and Statistical Data

- Provides reports and statistical data regularly and upon request, in support of special projects, grant applications, sharing of data with partners, or other needs.

Other Duties

- Participates in other departmental activities, including public service and special projects as assigned.
- Participates in staff development opportunities as needed. Performs other duties as needed.

QUALIFICATIONS

Required:
Bachelor’s degree in an appropriate area of specialization and four years of related library experience; or a master’s degree in Library or Information Science or some other directly relevant area.

Preferred:
- Master’s degree from a recognized conservation training program or 5 years equivalent training and experience in book and/or paper conservation.
- Current and demonstrated knowledge and skills in the conservation of general, special, and archival collections including relevant chemistry, conservation theory, and technical skills.
- Comprehensive knowledge and practical experience in the documentation, conservation treatment, housing, and preservation of special collections materials, in adherence with the AIC Code of Ethics and Guidelines for Practice.
- Proficiency in a wide range of basic and specialized book and paper conservation treatment techniques (including bookbinding and housing design) and highly developed hand skills, as demonstrated by a digital or physical portfolio for those invited to interview.
- Two years of experience in the conservation of special collections materials in a library or archives setting.
- Basic knowledge of the history of paper, printing, manuscript production, and binding (structure and decoration) as related to making treatment decisions.
- Experience working with non-paper based formats, such as photographs, A/V, or objects.
• Experience with preservation department operations and workflows including environmental monitoring, integrated pest management, disaster response, digital preservation, library binding, mass deacidification, and reformatting (both analog and digital).
• Initiative, flexibility and the ability to adapt to a complex, rapidly changing academic environment.
• Excellent verbal and written communication skills.
• Ability to work both independently and collaboratively with faculty, students, administrators, and the general public.
• Previous supervisory and/or training and instructional experience.
• Record of including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives in research, teaching, service and other work.

THE UNIVERSITY OF FLORIDA
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities. UF was ranked 9th among public universities in Forbes’ “America’s Best Employers 2015. UF has a long history of established programs in international education, research and service. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at http://www.ufl.edu.

GEORGE A. SMATHERS LIBRARIES
The libraries of the University of Florida form the largest information resource system in the state of Florida. The UF Libraries consist of seven libraries; six are in the system known as the George A. Smathers Libraries at the University of Florida. The libraries hold over 5,800,000 print volumes, 8,100,000 microfilms, 630,000 e-books, 121,016 full-text electronic journals, 889 electronic databases, 1,300,000 documents and 766,000 maps and images. The libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps and Imagery Collections. The Smathers Libraries are a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), the Association of Southeastern Research Libraries (ASERL), and LYRASIS. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. The organizational chart is available at http://www.uflib.ufl.edu/orgchart.pdf.

PRESERVATION AND CONSERVATION DEPARTMENT
The Conservation Lab is entering its 30th year of operation as part of the Department of Preservation and Conservation, and is among the oldest conservation programs in the Southeast. The staff of the well-equipped, 1600 square foot lab, treats and houses collections from all of the Smathers Libraries six units, including the 12 collections contained within the Special and Area Studies Collections. The lab supports the missions of the University and Libraries to facilitate knowledge creation and excellence in education and research. The unit works closely with Smathers’ Digital Support Services Department, Exhibits Coordinator, and the State University System’s Florida Academic Repository (FLARE) high density facility.

COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2015, Gainesville was named the “Best Midsise College City in America” by WalletHub and ranked no. 7 on Livability.com’s “Top 10 College Towns”. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the Gainesville Awards and Recognition link. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the

The Foundation for The Gator Nation
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reasons for calling Greater Gainesville your next home. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive.

**BENEFITS**
Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at [http://www.hr.ufl.edu/training/neo/default.asp](http://www.hr.ufl.edu/training/neo/default.asp).

**APPLICATION PROCESS**
The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: [http://www.hr.ufl.edu/job/datacard.htm](http://www.hr.ufl.edu/job/datacard.htm). This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.

If you are interested in this position please apply online at [http://explore.jobs.ufl.edu/cw/en-us/job/502691/conservator-library-coordinator-2](http://explore.jobs.ufl.edu/cw/en-us/job/502691/conservator-library-coordinator-2)

For further details about this position please contact Bonnie J. Smith at (352) 273-2595.