



60 West Walton Street Chicago, Illinois 60610-7324 (312) 943-9090

JOB POSTING

TITLE: Director of Conservation Services
DEPARTMENT: Conservation

SUMMARY: Reporting to the Roger and Julie Baskes Vice President for Collections and Library Services, the Director of Conservation Services leads and directs the library's preservation and conservation program and provide support for Exhibitions and loan activities. The Director plans and manages the operations of the Conservation Services Department and supervises its staff. The Director is responsible for the physical care and treatment of books, papers, parchment, photographs, and all other Library materials.

Conservation at the Newberry

Conservation Services at the Newberry is charged with the care and preservation of the library's collections. Conservation Services is located in well-lighted, ample space with state-of-the-art equipment.

Preserving its collections has been part of the Newberry's mission from the library's beginning. When the building opened in 1893, it included a working bindery so that materials stayed onsite and quality standards for binding and repair could be set by staff. The library employed many skilled binders of the time. Paul Banks, the Newberry's first conservator, was hired in 1964. He assisted in the recovery effort following the 1966 Florence flood; the practical knowledge he and others obtained through the disaster helped to establish modern book conservation.

RESPONSIBILITIES:

- Hires, trains, supervises, and evaluates staff of the Department of Conservation Services and volunteers;
- Sets priorities and manages workflow;
- Manages environmental monitoring, pest control; and disaster preparedness, response, and recovery efforts;
- Participates in collection management and planning for offsite storage;
- Works with Director of Exhibitions and Assistant Registrar/Exhibition Specialist to coordinate and oversee schedule and workflow of conservation aspects of exhibitions;
- Works with Assistant Registrar/Exhibition Specialist, Vice President for Collections and Library Services, and curators on loan requests;
- Consults with curators and other staff to determine housing and treatment needs and priorities;
- Consults with curators and other staff on conservation aspects of digitization and other activities that affect care and handling of library materials;
- Plans and manages budget;
- Works with Development and other staff on grant proposals and donor relations;

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- Promotes education of researchers and staff in proper preservation procedures through tours and training sessions;
- Represents Conservation Services within the Newberry, to donors, to the library and conservation communities, and to the general public;
- Stays informed of current developments in conservation, preservation, and related fields including new technologies for analysis and research;
- Sustains the Newberry's leadership role in conservation education and development through hosting interns and participation in professional activities, and;
- Performs other tasks or activities needed for the achievement of departmental and library goals.

QUALIFICATIONS:

- Bachelor's degree and master's degree in Conservation (or equivalent)
- Three to five years as a conservator in a research library with experience in collections conservation and advanced skills in bookbinding and repair
- Supervisory experience;
- Advanced knowledge of conservation theory, current research, and best practices for conservation of books and works on paper, and;
- Excellent collaboration, management, oral and written communication skills.

SCHEDULE: This is a full-time, exempt position, working 35 hours per week, with normal hours generally from 9:00 AM-5:00 PM, Monday through Friday. Incumbent may work evening and weekend hours, as needed.

BENEFITS: The Newberry offers a comprehensive benefits package including a variety of health, dental, and vision insurances; generous paid time off (vacation time, sick leave, personal days, and paid holidays); a 403(B) retirement plan with an employer match; employer-provided basic life and long-term disability insurance; and much more.

TO APPLY: Interested candidates should email a cover letter and resume in a single PDF document to jobs@newberry.org. Please include "FirstName LastName – Conservation Director" in the email's subject line. The PDF document should be titled in the format of *lastname_firstname.pdf*. Applications sent without a resume and cover letter will not be considered. Please, no phone calls.

The Newberry's commitment to diversity, equity, and inclusion is essential to our mission: providing free and open access to a collection spanning more than six centuries; building and sustaining communities of learning; advancing and disseminating knowledge; and acquiring and preserving materials that represent a range of perspectives and experiences—including those that historically have been underappreciated, marginalized, or silenced. As a civic institution that values the free exchange of ideas, it is the Newberry's duty to ensure that attention to diversity, equity, and inclusion informs all that we do, internally and externally. This is an urgent priority for the staff and board of trustees as we shape our institution and outreach.

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