

**Museum Job Function**

**Conservation Job Family**

Level	Function/ Roles	Experience & Education (Minimum Required)	Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E	Conservator I	Bachelor's degree required  Master's degree or Certificate in Conservation Science preferred  3+ years of museum experience with 1+ in conservation	<ul style="list-style-type: none"> <li>• Performs conservation surveys, technical examinations, and treatments including stabilization and cleaning</li> <li>• Develops accompanying written and photographic documentation, estimates, and correspondence for clients</li> <li>• Participates in loan checks and collections care in conjunction with Collections Management</li> <li>• Uses and stores lab equipment, tools and supplies including hazardous substances.</li> <li>• </li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides comprehensive conservation work for a museum or collection</p>	<p><b>RECEIVED:</b> <b>Under General Direction:</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. Incumbents have discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN:</b> <b>Individual Contributor:</b> Works independently or as part of a team to achieve results.</p>

*NOTE:*

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
  - 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
  - 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion
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