



Museum Job Function

Senior Conservation Technician

Grade 55

Summary

Performs coordinating role for a museum activity, such as collection management or conservation. Performs a wide range of advanced conservation and administrative duties, requiring specialized knowledge of the collection. Oversees day to day workload and in absence of Conservator. Under general supervision, accomplishes most tasks independently, keeping supervisor informed of progress and problems.

Typical Duties

1. Performs object preparation for exhibits, loans, and permanent storage, including customized housings for unconventional and/or fragile objects.
2. Performs conservation examinations, de-infestations, minor conservation treatments, and rehousing for museum objects. May implement preservation treatments.
3. Conducts wide variety of conservation functions, such as preparation of conservation condition reports (for planning purposes or objects in storage) and installations.
4. Maintains and documents storage areas and attends to routine storage/housing needs.
5. Assists with training conservators, students, and museum staff in object handling procedures.
6. Serves as an initial source of specialized information in a museum function, collection, or facility.
7. Advises visiting scholars, faculty, staff, students, colleagues, and general public in use or handling the collection. Facilitates use of collection by visitors and through loans and exchanges.
8. Responds to technical inquiries by phone and in person. May compose correspondence related to inquiries.
9. Performs research: searches local and national databases for information pertaining to materials and objects.
10. Develops and updates record keeping systems. Utilizes collections management database to create or maintain records.
11. Oversees workflow, schedules and trains other support staff, students, interns, casual employees, and volunteers. Assists with hiring process.
12. May compile information used in preparation of grant proposals and publications.

13. May plan and deliver gallery talks, object handling training and/or assistant training on selected topics.
14. May perform translation assignments.

Typical Requirements

Education: BA in specialty area or equivalent work experience required. Master's degree may be preferred. An advanced apprenticeship or internship may be considered in lieu of Master's degree.

Skills and Experience: Five or more years of related experience required with broad knowledge of conservation methods and techniques. Familiarity with collection specialization, knowledge of issues of handling, storage, and preservation of collection. Knowledge of computer applications and literature relating to particular collection. Team leadership and customer service skills. May require fluency in one or more foreign languages.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.