



COMPENSATION AND CLASSIFICATION

CONSERVATOR **AH-TAH-THI-KI MUSEUM**

NATURE OF WORK

The incumbent in this position is responsible for caring for and preserving historic documents, objects and/or artifacts located at the Seminole Tribe of Florida's Ah-Tah-Thi-Ki Museum. The individual is responsible for all aspects of conservation treatment of the Museum's permanent collections and exhibits. Completes condition assessments; documents and selects appropriate conservation treatments for all new acquisitions and loans objects and/or artifacts, art work and documents received by the Museum. This position reports to the Collections Manager and is an exempt position.

ILLUSTRATIVE TASKS

The listed duties are only illustrative and are not intended to describe every function that may be performed by this position. The omission of specific statements does not preclude management from assigning specific duties not listed, if such duties are a logical assignment to the position.

- Implements a conservation program designed to care for and restore historic documents, objects and/or artifacts and art work of the Ah-Tah-Thi-Ki Museum's permanent collections. Plans, implements and reviews care of Museum collections.
- Completes condition assessments; documents and selects appropriate conservation treatments for all new acquisitions and loans objects and/or artifacts, art work and documents received by the Museum. Examines incoming acquisitions and loans for infestation issues.
- Determines whether the documents, objects/artifacts are in need of repair and chooses the safest and most effective method of repair. Notifies superior when conservation of artifacts requires outside experts.
- Preserves documents; installs, arranges, assembles, conserves and prepares objects and/or artifacts for exhibition, ensuring the objects/artifacts' safety, reporting their status and condition, and identifying and correcting any problems with the set-up. Treats infestation issues if needed.
- Designs and implements safe object mounting techniques for the exhibitions. Supervises the installation and de-installation of Museum's collections and exhibits, including monitoring light levels to ensure the safety and preservation of the objects, artifacts, documents and art work.



COMPENSATION AND CLASSIFICATION

CONSERVATOR

- Advises Museum's staff on the care of permanent collections. Recommends preservation procedures, such as control of temperature and humidity, to curatorial and Museum's staff. Provides conservation education and general guidance to Museum's staff and Art Collection Community through workshops, lectures, site visits, etc.
- Performs tests and examinations to establish storage and conservation requirements, policies, and procedures. Prepares collection and loaned objects for storage and shipping. Monitors the conditions of works in storage, exhibition, and transit environments.
- Coordinates collections' care with the Museum's Collections Manager and the Museum's Registrar.
- Manages in-house conservation laboratory. Selects appropriate conservation supplies, tools, and equipment; ensures maintenance of tools/equipment and the establishment of quality control procedures to verify the adherence of products to standards.
- Ensures compliance with all chemical policies and procedures. Maintains log sheets up to date and informs the Fire Department and Environmental Services regarding Chemical contents store within the Conservation lab.
- Evaluates and improves efficiencies of workflow while ensuring accepted conservation-sound practices and safe lab protocols.
- Prepares reports on the operation of conservation laboratories, documenting the condition of artifacts, the treatment options, and methods used in the repair and preservation. Photo-documents the Museum's collection items as needed and maintains archival photograph sets.
- Contributes to the quarterly Museum Newsletter ("AQ") and Seminole Tribune publications. May write articles and informational segments to be published in print or via the Internet.
- Gathers data and prepares monthly and annual statistical reports for the Collections Manager's review.
- Establishes and maintains relationships with other museums, agencies and departments to meet museum's needs and to ensure quality of the services provided.
- Attends and participates in staff meetings, workshops and related training. Participates in the Acquisitions Committee and other committees as needed.
- Performs other related duties as assigned.



COMPENSATION AND CLASSIFICATION

CONSERVATOR

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Seminole Tribe of Florida's culture and history.
- Knowledge of guidelines and best practices of the museum industry.
- Knowledge of a wide range of conservation treatment procedures, specifically textile and paper items.
- Knowledge of current historical methodologies.
- Ability to maintain effective working relationships.
- Ability to analyze data and information and interpret when needed.
- Ability to handle multiple projects and see projects to a point of completion.
- Ability to serve the STOF's Officers, general public and fellow employees with honesty and integrity.
- Ability to establish and maintain effective working relationships with the general public, co-workers and elected and appointed officials.

MINIMUM REQUIREMENTS

Bachelor's degree in History, Anthropology, Art or related field with a specialization in conservation is required. Master's degree in art conservation preferred. Minimum of two (2) years of experience working as a conservator in a museum or in a similar setting is required. An equivalent combination of degree and experience with formal training in conservation and preservation will also be considered. Demonstrate excellent organizational and interpersonal skills, including excellent written and verbal communication skills. Demonstrate excellent research skills. Demonstrate proficiency utilizing Microsoft software packages. Ability to travel and work a flexible schedule including evenings, weekends and holidays.

PHYSICAL DEMANDS

Moderate physical activity. Work requires physical strength to lift heavy objects (25-40 pounds); the dexterity to grasp very small objects; and good eyesight to see differences in color, shading, and brightness. The incumbent must be able to stand for extended periods of time.



COMPENSATION AND CLASSIFICATION

CONSERVATOR

WORKING CONDITIONS

Conservator usually works indoors in a professional laboratory but may on rare occasions work outside. While working outside the museum the incumbent is exposed to South Florida Weather including extreme temperature, humidity, rain, dust, etc.

_____/_____
Department Head Approval Date

I have reviewed the job description written above. I have had the opportunity to discuss it with my immediate supervisor (s) and understand the duties and responsibilities of this position.

_____/_____
Employee Signature Date

_____/_____
Print Name Date

Review date: January 19, 2013. ms/pn