

**HELEN H. GLASER CONSERVATOR**  
Harvard College Library  
Grade 058

The Helen H. Glaser Conservator works in the Weissman Preservation Center under the general direction of the James W. Needham Chief Conservator for Special Collections. The incumbent plays a leadership role in paper conservation across the Harvard University Library and is the libraries' senior-most paper conservator. In the Harvard College Library he/she is responsible for the care and treatment of rare and unique materials, largely unbound and ranging from historic documents to works of art on paper held in special collections (including the Department of Manuscripts, Department of Printing and Graphic Arts, and Harvard Theatre Collection in Houghton Library; the Harvard Map Collection; the Harvard-Yenching, Fine Arts, and Music libraries; and other significant collections). The Glaser Conservator also manages the flow of materials through the Weissman Preservation Center from collections other than those of the College, assessing damage, writing treatment proposals, and assigning and evaluating work.

#### **DUTIES AND RESPONSIBILITIES**

In consultation with librarians, curators, and archivists, examines, develops treatment specifications for, and treats materials in the Harvard College Library collections. These include manuscripts, prints, drawings, maps, and other (largely) unbound archival and special collections materials on paper and vellum, as well as three-dimensional paper objects. Prepares condition and treatment reports including photo documentation. Supervises and coordinates the work of four paper conservation staff members in the Weissman Preservation Center; as well as conservators under contract with the Center. Conducts condition surveys, analyzes results, and assists in the development of action plans. Advises curators and librarians regarding archival supplies and housing techniques; contributes to the maintenance of vendor files and the purchase of paper conservation supplies and equipment; and selects materials for a conservation resource library. Serves on the Library Collections Emergency Team.

#### **EDUCATION, EXPERIENCE, SKILLS**

Required: Graduate degree in paper conservation. A minimum of six years of professional experience in a recognized conservation facility. Demonstrated excellence performing a broad range of complex conservation treatments. In-depth knowledge of the history of paper and papermaking and the history of printing and printmaking processes and media. Working knowledge of chemistry and materials science. Ability to write specifications, document treatments, and prepare reports. Supervisory experience required, preferably supervising professional staff. Experience working in a research library setting preferred. Excellent oral and written communication skills, including in public speaking, teaching, and training; and contributions to the professional literature. Strong organizational skills, including the ability to establish priorities and achieve goals. Ability to initiate and adapt to change, to analyze and solve problems, and to be flexible and work collaboratively.

**PHYSICAL DEMANDS:**

Job requires ability to handle sharp tools, to lift up to 30 lbs., and to escort materials from one building to another. Some tasks involve exposure to dust.

**WORK ENVIRONMENT:**

The Weissman Preservation Center is dedicated to assessing, preserving, and making accessible the rare and unique materials (exclusively) held in the libraries and other entities at Harvard. The fully equipped WPC Conservation Laboratory is currently staffed by 19 FTE conservators and technicians. The Preservation and Imaging division of the Harvard College Library, a companion program staffed by 67 FTE conservation and imaging specialists and catalogers, conserves the HCL general research collections and reproduces library, archives, and museum materials from across Harvard. These programs collaborate closely and carry out their work at the highest level of practice. The successful candidate will benefit from access to the rich cultural environment that characterizes Harvard University and the Boston area.

**For further information see: <http://preserve.harvard.edu> .**

Harvard University offers a competitive program of benefits. Appointment salary is dependent on qualifications and experience. The review of applications will begin immediately and continue until the position is filled. Interested parties may apply online at: <http://jobs.harvard.edu/jobs/search> (requisition # 32940). For information about employment at Harvard visit: <http://www.employment.harvard.edu/>. Harvard University is an Affirmative Action/Equal Opportunity Employer.