

## Post of Archive Conservator

The Archbishop's Curia has a vacancy for the post of Archive Conservator.

The selected candidate, who will be reporting to the Diocesan Archivist, will be responsible to deliver a programme of preventive and interceptive conservation.

The entry gross annual salary for the post of Archive Conservator is €18,934, rising by an annual increment of €470 up to a maximum of €22,224.

Prospective candidates are expected to possess:

- A Master's Degree in Book and Paper Conservation from a recognised university;
- A minimum of five years' experience post qualification working in a similar archive environment;
- A portfolio of works that demonstrates the ability to work on manuscripts and related archive materials;
- Knowledge of the archival material collections;
- Knowledge on the treatment of archival documents including treatment of degraded inks and parchment in particular;
- Knowledge of the history of bookbinding and related materials;
- Creative ideas on constructing protective enclosures from different types of documents;
- Excellent manual dexterity and sustained concentration with delicate and occasionally repetitive tasks;
- Be able to work independently but have the ability to be also a good team-player;
- Excellent communication skills, tact and diplomacy;
- An investigative nature with excellent problem solving skills;
- Computer literacy and good writing skills.

Interested persons are to submit the following to [hr@maltadiocese.org](mailto:hr@maltadiocese.org) by not later than Monday 7<sup>th</sup> January 2019:

- A letter of application
- A detailed copy of their CV
- A scanned copy of certificates
- Name and emails of two referees

## Job Description

<b>Job title</b>	Archive Conservator
<b>Division</b>	Archive Unit
<b>Report to</b>	Diocesan Archivist
<b>Direct subordinates</b>	N/A
<b>Indirect subordinates</b>	Assistant to the Archive

### Job summary

The Archive Conservator will work to deliver a programme of preventive and first aid conservation treatment. The Archive Conservator will be based at the Archbishops' Curia.

### Main duties and responsibilities

- To assist in the setting up a small-scale studio space where treatments will be carried out (any equipment ordered and/or purchased by the Archive Conservator for the studio shall have the Diocesan Archivist's prior approval);
- To handle intermediate to complex conservation tasks that require knowledge and expertise in multiple techniques and tools that are current in conservation practice;
- To carry out hands-on treatments of manuscripts dating from the 15th to the 20th centuries that are made of paper, parchment and leather, including

- seals and documents with pigments;
- iv. To carry out conservation treatments, as necessary, on paper-based, photographic and bound material. Treatments typically include surface cleaning, occasional wet treatments, tape/backing removal, guarding/hinging, mounting, fasciculing, encapsulation and paper repairs;
  - v. To understand the deterioration factors of paper, parchment and leather objects of different periods ranging from the 15th to the 20th century;
  - vi. To understand the complex bookbinding structures of archival documents, as well as record and study them when necessary if of particular historic interest;
  - vii. To regularly monitor the storage areas for biological and environmental activity, including climate control. The Archive Conservator will also be responsible in the implementation of strategies to improve conditions and conserve energy, and to consult with the Maintenance Department and the Management;
  - viii. To support the Archives Unit's digitisation projects, including the on-going digitisation of whole collections or parts of collections of paper-based materials. Duties will include the preparation of material, training/supervision of contractors and practical support for the handling of complex objects;
  - ix. To carry out preservation packaging of collections to a high standard, including the construction of bespoke folders and boxes and particularly concentrating on high priority, large format, photographic, AV and artefact material.
  - x. To provide training and give support to other members of staff in order for the latter to carry out standard preservation packaging;
  - xi. To report and document the entire process of conservation treatment by

taking photographs, illustrations, report writing and by carrying out scientific analysis when required;

- xii. To carry out treatments by observing professional ethics, standards and international policies related to the conservation of archival materials and cultural heritage in general;
- xiii. To participate in the induction and training of staff in all aspects of preservation including handling, packaging, copying, disaster response;
- xiv. To work with Archival Staff to provide conservation support for the administration of loans to other institutions. This will involve venue checking, preparing and mounting documents for loan, writing detailed condition reports and occasional courier duties;
- xv. To be involved in the regularly reviewed Collection Care Risk Assessment and advise members of staff on procedures to safeguard the documents, the buildings and human life;
- xvi. To survey collections for conservation and preservation needs, writing reports in support of grants, and funding bids;
- xvii. To participate in the duty rota for the reading room by providing document production support to desk staff;
- xviii. To talk to visiting groups, including VIPs, about the work of conservation within the Archives' Unit;
- xix. To professionally involve in the work of the Archives' Unit including participation in training and professional support to the Unit's projects;
- xx. To assist the Diocesan Archive's team with any outreach activities;
- xxi. To carry out any other duties that may be required from time to time, as discussed and agreed with the Diocesan Archivist;
- xxii. To observe and implement established policies and procedures.