

JOB DESCRIPTION

Benchmark Job #148

Ministry: Small Business, Tourism and Culture
Branch: Royal BC Museum
Location: Victoria

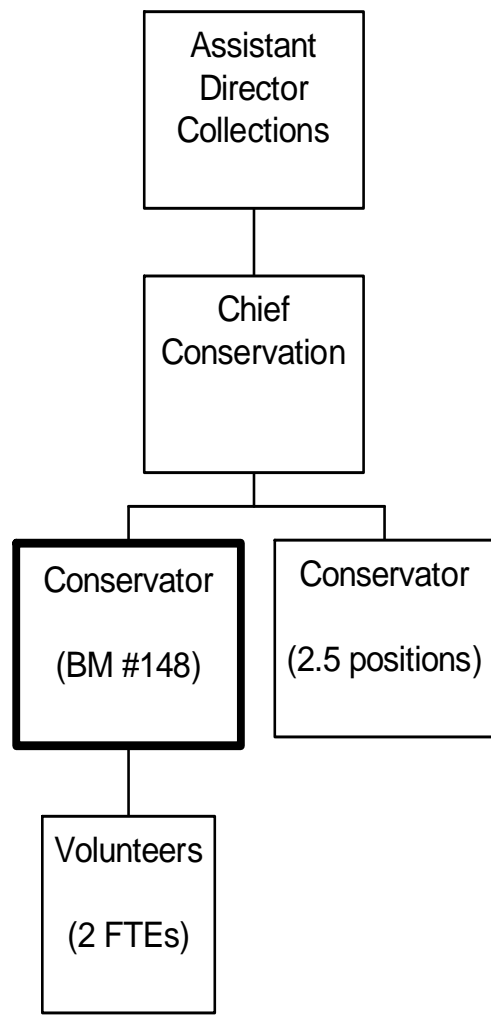
Working Title: **Conservator**
Level: Range 21
Classification: Heritage Resource Officer

PRIMARY FUNCTION

To preserve the Museum's collections by interpreting, evaluating and recording the condition, physical security and environmental conditions of collections in storage, on exhibit, and on loan; to plan and perform conservation treatments for individual artifacts, conduct research and communicate principles of preventative conservation, research and treatments to the general public and various groups.

JOB DUTIES AND TASKS

1. Participates in collection management projects of objects in acquisition, storage, or on loan, exhibit or travel
 - a. assesses physical stability and recommends use restrictions, handling procedures and storage methods
 - b. designs and/or constructs storage systems, mounts and supports
 - c. provides advice, on the installation, maintenance and/or upgrading of exhibit and storage areas
 - d. assesses Facilities Reports of borrowers for suitability for collections
 - e. writes and updates computer reports with photographs on the physical condition of objects
 - f. plans, designs and directs or undertakes the packaging of artifacts for travel
 - g. maintains and monitors the operation of environmental recording equipment, interprets equipment records and responds to problems
 - h. inspects incoming objects and vulnerable collections in storage for insect infestation and takes treatment action
 - i. makes recommendations for the assessment of possible acquisitions and arranges purchases
2. Plans, executes and documents treatments necessary to preserve natural and human heritage objects according to the code of ethics for conservation
 - a. identifies objects' component materials, techniques of fabrication and conducts or arranges for analysis
 - b. assesses the nature and cause of deterioration or damage to the object
 - c. designs, in consultation with the curator, specific treatment plans by using established techniques or by researching and developing new treatment, cleaning and repair techniques
 - d. cleans, repairs, stabilizes, consolidates and/or restores objects using mechanical and chemical techniques
 - e. writes treatment reports on computer with photo-documentation for refereed publications
 - f. hand sews delicate textiles, operates a tapestry frame, sewing machine and various equipment
3. Communicates principles of preventative conservation, research and treatment
 - a. responds to enquiries from the public, colleagues, community museums and related heritage institutions
 - b. conducts workshops, lectures and advises community museums on the conservation, research and treatment of collections
 - c. trains museum staff in the care and handling of objects
 - d. publishes information for general and professional use on restoration and storage of heritage objects
 - e. plans and undertakes applied conservation research and publishes findings in a refereed journal
4. Performs other related duties
 - a. assigns, monitors and reviews the work of volunteers (2 FTEs)
 - b. assists curators with the interpretation of artifacts by analyzing materials, techniques of construction and patterns of use
 - c. assists with the installation and dismantling of visiting exhibits and the completion of condition reports
 - d. maintains and updates collections files
 - e. maintains inventory of lab equipment, supplies and photographic and written records of artifacts
 - f. purchases conservation supplies and equipment for lab from program funds



REASON FOR CLASSIFICATION

Benchmark Job #148

Job Title: Conservator

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of artifact conservation to analyze artifact material and structure, diagnose problems and apply conservation standards to restore and repair the museum's collections.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to modify specific conservation treatments for individual artifacts and interpret, evaluate and record the condition, physical security and environmental conditions of collections, modify conservation treatment techniques depending on object and its condition.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of non-controversial museum conservation principles with community, museum staff, and the public.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY High level of coordination and dexterity required to use precise muscular control to hand sew delicate textiles and operate a tapestry frame in the conservation of museum collections.</p>	E	33
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by project goals and schedules and conservation standards, applies accepted work methods in a different way to determine proper storage, display and conservation treatments for artifacts.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to recommend and purchase conservation supplies from program funds.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control physical assets by appraising the condition, and storage and maintenance requirement of museum collection and conducting conservation treatments.</p>	E	33

REASON FOR CLASSIFICATION

Benchmark Job #148

Job Title: Conservator

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor, and review work of volunteers (2 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure the indirect well being of others by protecting and preserving objects with historical and cultural value.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually inspect, and monitor artifact deterioration.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to regularly lift and carry moderate weight drawers and artifacts.	D	18
12	SURROUNDINGS Exposure to chemicals while treating objects occasionally.	A	2
13	HAZARDS Limited exposure to hazards from regular lifting and carrying of moderate weight artifacts and drawers.	B	4

Total Points: 746

Level: Range 21