

**CITY OF NEW YORK**  
**DEPARTMENT OF RECORDS AND INFORMATION SERVICES**

<b>OFFICE TITLE</b> Conservation Technician	<b>SALARY</b> \$24.50/hour
<b>BUREAU/DIVISION/UNIT</b> Municipal Archives	<b>WORK LOCATION</b> 147 41 <sup>st</sup> St. Brooklyn, NY

**JOB DESCRIPTION:**

The New York City Municipal Archives Conservation Unit seeks a part-time, 20-hours per week, contract Conservation Technician for a term position ending June 30, 2023.

The successful candidate will participate in a grant-funded project to assess and house a collection of 2200 volumes in the Municipal Archives' Old Town collection. Under direction of Conservation staff, the technician will work with a spreadsheet to assess and document item condition, measure volumes precisely for custom enclosures, and assemble enclosures for each item.

**QUALIFICATIONS /REQUIREMENTS:**

- A baccalaureate degree from an accredited college and one year full-time professional experience in conservation / preservation work.

**Preferred Skills:**

- Strong hand skills and the ability to take precise measurements.
- High degree of accuracy in recording data and experience working with spreadsheets.
- Experience handling fragile archival books and paper and knowledge of archives preservation and collections care.
- Strong time management skills and the ability to meet deadlines.

**FOR CONSIDERATION, EMAIL A RESUME WITH AND A COVER LETTER TO:**

NYC Department of Records and Information Services - [recruit@records.nyc.gov](mailto:recruit@records.nyc.gov)

**NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.**

**NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.**

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**POST FROM: August 30, 2022**

**POST UNTIL: Filled**