



# Maynooth University Ollscoil Mhá Nuad

## Library

### Conservator – Half time post (Special Collections and Archives) 5-year contract

#### **The Role**

Maynooth University is committed to a strategy in which the primary University goals of excellent research and scholarship and outstanding education are interlinked and equally valued.

We are seeking a committed, proactive person to support the work of the Library in the critical area of collection conservation and preservation. This is an opportunity for an experienced conservator to undertake condition assessments and conservation treatment of paper and book material from the remarkable collections of Maynooth University Library.

The conservator will work closely with staff in Special Collections and Archives, and also other departments of the Library and will report to the Assistant Librarian with Responsibility for Special Collections and Archives. S/he will be expected have the skills and knowledge to plan, manage and track their work to ensure that deadlines are met in support of the overall objectives of the University Library. S/he must be able to communicate effectively with people at all levels, and be able to keep clear, consistent and accurate records of all activities undertaken.

#### **Principal Duties**

##### **Administrative and other duties:**

These will include:

- Planning and completion of appropriate treatments on books, manuscripts and paper-based items from MU Library collections, by conducting condition assessments, developing treatment recommendations, and by carrying out procedures with minimum intervention and according to professional standards
- Monitoring and surveying of environment, temperature and humidity across all library sites with a view to recommending and carrying out intervention as needed
- Carrying out condition assessments on items prioritised for digitisation, exhibition or loan and entering condition details on the Library's collections management systems (currently Aleph and CALM)
- Carrying out conservation treatments on items as required and stabilising paper and book materials in preparation for digitisation, exhibition, rehousing, or loan
- Maintaining the highest technical and ethical standards at all times

- Liaising with, and offering professional advice to library colleagues and users of the Library in terms of handling, digitisation, storage and treatment of materials
- Assisting in the curation and mounting of exhibitions
- Undertake project work when necessary
- To keep a written record of treatments undertaken
- Any other duties as assigned by the University Librarian

## **The ideal candidate will have:**

### **Essential Requirements:**

- A FETAC level 6 or above qualification in conservation studies or evidence of equivalent knowledge and experience
- Knowledge of book and paper conservation along with relevant practical experience
- At least 3 years' experience working with historical materials in a variety of formats
- Knowledge of appropriate handling techniques for a variety of materials
- Good organisational skills, attention to detail and the ability to prioritise and meet deadlines
- Experience of working independently and as part of a team
- Excellent attention to detail
- Excellent communication and interpersonal skills
- Flexibility

### **Desirable Requirements:**

- A knowledge and understanding of digitisation methods and workflows
- Excellent IT skills
- An ability to manage large collections across various sites

## **The University**

Maynooth University is one of the four constituent universities of the National University of Ireland and in 2017 was placed in the global top 50 universities under 50 years old in the Times Higher Education World University Rankings. Formally established as an autonomous university in 1997, but tracing its origins to the foundation of the Royal College of St. Patrick in 1795, Maynooth University draws on a heritage of over 200 years' commitment to education and scholarship. It is located in the University town of Maynooth, 25km from the centre of Dublin, Ireland's capital city.

The University is a modern institution - dynamic, research-led, engaged, and grounded in the traditions of liberal education. With more than 11,000 students, Maynooth is Ireland's fastest-growing university, yet we retain a collegial campus culture that is central to our ability to bring significant interdisciplinary expertise to bear in tackling some of the most fundamental challenges facing society today

Maynooth University is embarking upon a new and exciting phase with the development of the *University Strategic Plan 2018-22*, with a vision to consolidate the international reputation of Maynooth University "as a university known for outstanding teaching, excellent research, a global outlook, effective engagement with the society we serve, and our distinctive approach to the challenges facing modern higher education."

The plan builds on the successes of the *University Strategic Plan 2012-17*, which set seven strategic goals for the university:

- to offer students an outstanding university education, the best available in Ireland, an education which challenges and supports all students to achieve their full potential, and prepares students for life, work and citizenship, and for complexity, diversity and change;

- to be recognised as playing a leading international role and being the clear national leader in a number of thematic areas of research that address the major societal challenges of the 21st century;
- to achieve a step change in our international activities, doubling the number of international students on campus and doubling the number of domestic students spending time abroad, in order to create a truly intercultural and multilingual institution;
- to strengthen our engagement with all stakeholders through sustained partnerships with enterprises, communities, civil society and public bodies, to build support for the mission of the university, to serve the needs of society, and to open new opportunities for research and learning;
- to maximise our unique and distinctive contribution to the national system of higher education through a set of purposeful and sustained strategic partnerships at regional and national level, and to extend our international reach through a network of global partnerships;
- to be an excellent place to work, known for a collegial ethos which empowers all staff to contribute fully to the development of the university;
- to enable the achievement of ambitious strategic objectives in challenging circumstances through careful planning, excellent services and infrastructure, and sound governance and management.

The university has distinctive institutional strengths in six thematic priority areas:

- Human Cultures, Experience & Creativity;
- Humanities in Practice: Sources, Resources & Discourses;
- Human Health;
- Mathematics, Communications and Computation;
- People, Place and Environment;
- Social and Economic Transformations.

## **The Library**

There are two main buildings - the John Paul II Library and the Russell Library, both of which hold significant rare book, archive and manuscript collections. Notable items in these collections include:

- Archives of significant figures from scholarship, activism and literature,
- Gaelic manuscripts from the 15<sup>th</sup> to the 19<sup>th</sup> century,
- A world class Bible collection of over 2500 items covering nearly 600 languages
- Cuneiform tablets from pre Christian Mesopotamia
- A variety of incunabula from the 15<sup>th</sup> century
- The Otway-Maurice collection from St. Canice's, Kilkenny, containing over 3000 rare items
- Work on a major 20 million euro extension to the John Paul II Library was completed in 2013.

## **Selection and Appointment**

- Only shortlisted candidates will be invited to attend for interview;
- Appointments will be approved by the President based on the report of the selection board;
- The appointment is expected to be effective from early autumn 2017

## **Terms and Conditions**

The post is based in the Russell Library with the postholder working with collections across MU libraries

## Salary

Senior Library Assistant (2017): €35,575 - €43,952 per annum pro rata (7 points)

Appointment will be made in accordance with the Department of Finance pay guidelines.

\*New entrants to the public sector will be appointed on the first point of the Senior Library Assistant scale

## Application Procedure

Please ensure that you USE THE FOLLOWING REFERENCE '**Conservator\_HT.Lib**' in the subject line of your application email. This will clarify which role you are applying for.

Please note applications should be made by sending the following information as **ONE single attachment** (either in PDF or word format) incorporating all of the below required information:

- A Curriculum Vitae, including all qualifications and experience, and a covering letter addressing your interest and suitability for the role;
- The names, email addresses, correspondence addresses and telephone numbers of three referees whom the University may contact.

Once attachment is compiled please send your single document application to [recruitment@nuim.ie](mailto:recruitment@nuim.ie)

The completed application documents should be forwarded by email to arrive no later than **midnight, Sunday 27<sup>th</sup> August, 2017**. Late applications will not be accepted.

**Maynooth University is an equal opportunities employer**

**The position is subject to the Statutes of the University**