



NATIONAL LIBRARY OF JAMAICA

Invites applications from suitably qualified persons to fill the position of **RESTORER (PIDG/AR3)**
(1 POSITION)

JOB PURPOSE

Conducts repair, binding and conservation of books, maps, manuscripts and other library material.

KEY RESPONSIBILITY AREAS

- Maintains record of the condition of each item so that a record is created describing the condition before and after work is complete;
- Examines items to determine the type and amount of work to be done;
- Constructs preservation boxes (drop-spine, pamphlet, storage, serial holders);
- Prepares items and mount material for exhibitions and displays;
- Conducts repairs and restores rare materials
- Assists in monitoring the environmental condition in the reading rooms
- Assists in training staff in preservation & conservation techniques
- Conduct tours for students visiting the library and demonstrate
- Carry out stocktaking activities
- Maintains the unit's databases
- Prepares monthly statistics

Required Skills/Competencies

- Preservation and Conservation
- Data Management
- Good Written & Oral Communication
- Teamwork and Cooperation
- Customer & Quality Focus
- Attention to Detail
- Neatness & Accuracy

MINIMUM QUALIFICATIONS AND EXPERIENCE

- 4 CXC subjects or equivalent including English Language
- 4 Years experience in conservation & preservation techniques

Special Conditions associated with the job

Exposure to chemicals used in conservation of materials.

Required to wear protective gears and clothing when performing duties

Required to work outside of normal working hours to include Saturdays and Sundays

Salary Scale: \$14,116 - \$16,780 per week

Interested persons may submit applications no later than **April 18, 2017** to:

Director HRM & Administration
National Library of Jamaica,
12 East Street, Kingston:
Email: nljhrm@cwjamaica.com