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10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

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## MUSEUM CONSERVATOR

**Team:** Ilanka Cultural Center, Cultural Dept.  
**Wage / Salary:** \$25.00 per hour

**Reports To:** Cultural Director

**Schedule:**

- Temporary employment (max of 6 months)
- Flexible hours per week, about 25

**FLSA Status:** Non-Exempt

**Last Revised:** 01/2025

### POSITION SUMMARY

The Museum Conservator practices stewardship of the Ilanka Museum collection. The Museum Conservator is responsible for the preservation, restoration, and documentation of artifacts, artworks, and historical objects. Their goal is to ensure that these items remain in good condition for future generations while maintaining their historical and cultural integrity.

### ESSENTIAL DUTIES

- 1. Collaboration and Education**
  - a. Work within a team and with external partners to maintain and preserve collections.
  - b. Educate museum staff and the public on artifacts and conservation practices.
- 2. Research and Documentation**
  - a. Keep detailed records of conservation treatments and condition reports.
  - b. Conduct research on materials and historical and cultural context.
- 3. Documentation and Preservation of Artifacts**
  - a. Conduct analysis to determine the condition, materials, and potential risks of deterioration.
  - b. Clean, repair, and stabilize artifacts using ethical and minimally invasive techniques.
  - c. Implement measures in museums to prevent deterioration of artifacts.
  - d. Design proper storage and display methods to protect fragile artifacts.
- 4. Other**
  - a. Other duties as assigned within the scope of the project

### SUPERVISORY RESPONSIBILITIES

- None

### KNOWLEDGE, SKILLS, AND ABILITIES

#### POSITION REQUIREMENTS

- Strong oral communication
- Attention to detail

## Native Village of Eyak

110 Nicholoff Way

P.O. Box 1388

Cordova, Alaska 99574-1388

P (907) 424-7738 \* F (907) 424-7739

www.eyak-nsn.gov



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### MUSEUM CONSERVATOR

- Ability to follow verbal and written instructions
- Ability to work independently and exercise independent judgment
- Respect for Indigenous history, culture, language, traditions, and values
- Knowledge of (or ability to learn) local Indigenous history, culture, language, traditions, and values

#### COMPUTER SKILLS

- Microsoft Office Suite products
- Adobe

#### EDUCATION AND EXPERIENCE

- **Education:** Training or education related to conservation, museum studies, art history, or archaeology preferred but not required
- **Experience:** Previous museum experience preferred but not required
- **Certificates & Licenses:** State of Alaska driver's license preferred but not required

#### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, the following will be required of employees:

- Occasionally lifts and carries up to 25 lbs.
- Typically uses hands, eyes, and muscle coordination.
- Typically uses balance, eyesight, and fine motor skills to coordinate and complete work.
- Regularly manipulate a variety of various data via verbal, written, and electronic media.
- Regularly sit for extended periods to complete tasks.
- Regularly bend, crouch, stand, and move about to complete work.
- Regularly operate sharp tools to complete tasks.
- Typically uses office machines such as printers, scanners, or otherwise communicates, corresponds, and completes these tasks associated with office machines.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position, employees may be exposed to the following conditions:

- Most of the work will be completed in the museum collection space, downstairs at the Ilanka Cultural Center.
- Exposure to artifacts and prehistoric items which may include dust, etc.
- May work in a confined spaces

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## MUSEUM CONSERVATOR

**Other Requirements:** Required to submit to a background check and follow the NVE Tribe's drug policies.

### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### Disclaimer

The Native Village of Eyak has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Native Village of Eyak reserves the right to change this job description and/or assign tasks for the employee to perform, as the Native Village of Eyak may deem appropriate. Your signature below signifies that you understand the duties, expectations, and contents of this job description.

***Preference for NVE Tribal members is in effect for this position. The successful candidate will be required to follow the NVE Tribe's drug policies.***

\_\_\_\_\_  
Employee Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Manager Signature:

\_\_\_\_\_  
Date: