

## National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

**Post: Assistant Conservator  
(12-Month Fixed-Term Appointment)**

**Post No: NAM 908**

**Reports to: Head of Collections Standards and Care (CSC)**

### **Job role**

This post will provide support to the Collections Standards and Care (CSC) team for the delivery of gallery refreshment display projects, temporary exhibitions and loans out. It will also deliver preventive care and environmental monitoring across Museum sites, alongside ongoing collections care and storage, guided by conservation, professional ethics and national and international museum standards.

### **1. Job Description**

In particular, the post-holder will be responsible to the Head of Collections Standards and Care for:

- (a) Supporting the collections division provision of care and conservation for a wide variety of materials within the Museum's collections, including both inorganic and organic materials in accordance with Museum and professional standards and practices.
- (b) Working with the CSC team for the preparation, packing and installation/deinstallation of objects for exhibition and display. Contributing to the development of all exhibitions, displays and activities, as required.
- (c) Maintaining records, data analysis and problem solving to support the environmental Monitoring at all sites including.
- (d) Carrying out condition and storage assessments and reports, preparation of condition reports for new acquisitions and loans out. Recording and entering all object-related conservation information into the Museum's Collections Management System (CMS) and other databases as required.
- (e) Supporting the maintenance of an integrated pest management regime across all Museum sites.
- (f) Carrying out analytical investigation of collections items and creating and maintaining comprehensive records of work carried out (recording methodology, techniques, results of treatment and time spent etc).
- (g) Answering general enquiries, taking part in public demonstrations/talks and contributing to research outputs.
- (h) Arranging for the packing and transportation of Museum objects, as required.
- (i) Contributing, as required, to the ordering and procurement of goods and equipment.
- (j) Advising on, and assisting curatorial staff with storage, packing, display, handling and transportation of collections, including hazardous objects.
- (k) Assessing, monitoring and maintaining collections items, using a range of specialist analytical and recording equipment, and ensuring items are not put at risk.

## **2. Resource Management**

- (a) The motivation, management and training of divisional Museum staff, contractors, volunteers, interns and apprentices, exercising a proper duty of care over them.
- (b) Knowledge transfer, coaching and mentoring of colleagues, as part of the Collections Division training and development plan.
- (c) Establishing, maintaining and supervising volunteer projects and workflows in preventive conservation.
- (d) Training colleagues, volunteers and students in conservation skills and best practice.

## **3. Internal Relationships**

- (a) Working with collections and exhibitions staff and the Registrar.
- (b) Co-operating fully with all members of the Museum staff, but particularly with the Managers and members of staff within the Collections Division.
- (c) Working as part of inter-disciplinary teams to deliver special exhibitions, digital campaigns, social media and blogs.
- (d) Developing content in support of the Public Programme, digital activity and fundraising programmes.

## **4. External Relationships**

- (a) Working with Regimental Museums to offer advice and training on conservation and best practice.
- (b) Contributing to the activities of the Museum through the publication and dissemination of conservation-related research, lectures and seminars, develop links with external institutions and represent the Museum on relevant national/international bodies.
- (c) Liaising with colleagues and other conservation professionals on proposed conservation treatments and storage and display methods, and assisting in gallery and store maintenance as required.

## **5. Knowledge Management and Development**

- (a) Developing a sound working knowledge of the collection types held by the Museum, as well as the story of Our Army and its history.
- (b) Developing their specialist areas of expertise by undertaking research and publication around the Collections Division training and development activity and the Research Strategy.
- (c) Disseminating knowledge through the delivery of internal and external lectures, gallery talks, guided tours, publishing and digital delivery, and assisting where necessary with the delivery of outreach activity and the development of exhibition and digital content.

**6. Health & Safety and Security**

- (a) Being committed to good health and safety and access practice, ensuring familiarity and compliance with Museum policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.
- (b) Adhering to COSHH (Control of Substances Hazardous to Health) and other H&S regulations at all times, and follow the recommendations for the safe handling and use of chemicals, materials and equipment and general Health & Safety controls in all areas of their work and to participate/co-operate with the risk assessment process.
- (c) Liaising with the Head of Collections Standards and Care ensure the maintenance of the Museum's pest control strategy, in accordance with the Health & Safety at Work Act, Control of Substances Hazardous to Health (COSHH) and other statutory requirements and agreed safe working practices.

**7. Continuing Professional Development**

- (a) The post-holder will be expected to have or working towards a recognized conservation qualification in a specialist area, and to keep abreast of current conservation and preservation issues and professional ethical developments.

**8. In addition, the post-holder is required to: -**

- (a) Act in every way so as to preserve the Museum's reputation and good name in all areas of its work and be fully committed to openness and transparency in all its dealings.
- (b) Ensure that the Museum's Accounting and Financial procedures are strictly adhered to and embed a culture of control and financial discipline.
- (c) Play a full part in the generation of income, and to avoid breaches of financial regularity and propriety, the misapplication of funds, or waste of resources. Effectively managing delegated budgets and projects and is responsible for the proper exercise, as instructed, of any delegated financial powers, having express regard to the Director's appointment as the Museum's Accounting Officer.
- (d) Promote efficient and cost-effective methods of working to keep strictly within planned budget allocations, as set by the Senior Leadership Team.
- (e) Take due care to assess and manage risk, having regard to the NAM's Risk Management Policy; (*Risk Management at the NAM: Matrix of Risks*).
- (f) Carry out their duties in accordance with the NAM's Equal Opportunities Policy.
- (g) Travel to and operate from the National Army Museum's outstations or locations where the Collection, or parts of the Collection, or other NAM property or services are held, or carried on, as and when necessary. UK and some foreign travel may be required.
- (h) The post-holder will be based at the Museum's collections storage facility at Stevenage and will be required to work at NAM Chelsea a minimum of one day per week.
- (i) Co-operate fully with the Management of the NAM in pursuance of the Museum's aims, as set out in its Royal Charter, and to enhance the Museum's

standing and reputation through its contacts with the public and the media. This will include membership of various development and other teams set up from time-to-time and reporting to the Director and Senior Leadership Team.

- (j) Chair Museum committees, teams and working parties, as delegated by the Director, Assistant Director (Collections) or the Head of Collections Standards and Care and represent the Museum on external committees as required.
- 9. The appointment is a Fixed Term Contract for 12 Months, covering Maternity Leave, and subject to a three-month probation period. The appointment is full-time, working 37 hours per week, 5/7 days. Additional evening and weekend working may be required. The salary is £24,040pa (inclusive). The post-holder is required to give a minimum of two months' written notice in resigning.
- 10. The appointment will be subject to a security clearance.
- 11. This job description sets out the key responsibilities and tasks of the post and is not exhaustive. It may alter with the changing needs of the Museum. This job description may be reviewed and updated annually.
- 12. The National Army Museum is an equal opportunities employer.

Justin Maciejewski, Director  
National Army Museum

June 2024

Signature:- .....

Date:- .....