

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Post: Conservator

Post No: NAM 209

Reports to: Conservation Manager

Job role

To work with the Conservation Manager for the preparation and conservation of items from the Museum's collections for access, display and ongoing collections care and storage, guided by conservation professional ethics and national and international museum standards.

Job Description

1. In particular, the post-holder will be responsible to the Conservation Manager for:
 - (a) The 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) Supporting the Conservation Manager in overseeing Environmental Monitoring at all sites including; developing, maintaining and calibrating the radio telemetry system, using and maintaining hand-held equipment, maintaining records, including data analysis and problem solving.
 - (c) Supporting the Conservation Manager in maintaining an integrated pest management regime across all Museum sites.
 - (d) Sourcing and supervising specialist and suitable external conservation support and work.
 - (e) 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).
 - (f) Working with the Conservation Manager and Head of Exhibitions 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.

- (g) Carrying out condition and storage assessments and reports, preparation of condition reports for loans in liaison with Conservation staff and the Museum's Registrar. Recording and entering all object-related conservation into the Museum's Collections Management System (CMS) and other databases as required.
- (h) Answering general enquiries and taking part in public demonstrations/talks.
- (i) Arranging for the packing and transportation of Museum objects, as required.
- (j) Contributing, as required, to the ordering and procurement of goods and equipment.
- (k) Advising on, and assisting curatorial staff with storage, packing, display, handling and transportation of collections, including hazardous objects.
- (l) Assessing, monitoring and maintaining collections items, using a range of specialist analytical and recording equipment, and ensuring they are not put at risk.

2. Resource Management

- (a) Responsible for 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) Supervising volunteer projects and workflows in preventative conservation.
- (d) Sourcing and supervising specialist and suitable external conservation support and work; preparing and assessing tenders where required.
- (e) Training colleagues, volunteers and students in conservation skills and best practice.
- (f) The supervision of students and internships, including mentoring and monitoring quality of output.

3. Internal Relationships

- (a) Work with the Head of Exhibitions and other Collections & Programme Division staff in the planning and development of exhibition content.
- (b) The post-holder must co-operate fully with all members of the Museum staff, but particularly with the Managers and members of staff within the Collections & Programme Division.
- (c) Work 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) Offer professional conservation advice to members of the public when required.
- (b) Work with Regimental Museums to offer advice on conservation and best practice.
- (c) Contribute 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.
- (d) Liaise 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) The post-holder will develop a sound working knowledge of the collection types held by the Museum, as well as the story Our Army and its history.
- (b) The post-holder will further their specialist areas of expertise by undertaking research and publication around the Collections Division training and development activity.
- (c) The post-holder will disseminate 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) Be 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) Adhere 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) In liaison with the Conservation Manager ensure the management 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 a recognized conservation qualification in a specialist area, and to keep abreast of current conservation and preservation issues and professional ethical developments. Accredited Conservator – Restorer (ACR), or the willingness to become accredited, is desirable.

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) To 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. To promote efficient and cost-effective methods of working to keep strictly within planned budget allocations, as set by the Management Team.

- (d) 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*).
 - (e) Carry out his/her duties in accordance with the NAM's Equal Opportunities Policy.
 - (f) 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.
 - (g) The post-holder will be based at the Museum's collections storage facility at Stevenage.
 - (h) The post-holder must 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 Management Team.
 - (i) Chair Museum committees, teams and working parties, as delegated by the Director, Assistant Director (Collections and Programme) or the Head of Collections Standards and Care and represent the Museum on external committees as required.
9. The appointment is permanent (subject to a six-month probation period), pensionable and full-time, working 37 hours per week. Additional evening and weekend working may be required. The salary is £25,383pa (inclusive). The post-holder is required to give two months' notice in resigning.
 10. The appointment will be subject to a security clearance through Disclosure Scotland.
 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

March 2019

Signature:- Date:-