**Based:** Central London

**Salary:** £30,000

**Responsible for**: No line management responsibilities

**Reports to:** Senior Conservator

**Contract:** Permanent

**Start date:** asap

## PURPOSE OF THE JOB

* The postholder will work as part of the TPM Collections team to undertake conservation work on a mixed media collection, primarily paper, books, textiles and leather items.
* The postholder will also act as advisor on other matters of conservation and help direct professional leads in the Collections team in caring for and managing the Collections.
* The postholder will also contribute to the effective operation of the Conservation Studio, adhering to TPM organisational guidelines and current professional best practice.
* The postholder will be expected to oversee the work in the Conservation Studio and deal with any issues arising, on 3 days each week, during the Senior Conservator’s absence.

## PERSON SPECIFICATION

#### **QUALIFICATIONS**

#### **(Essential criteria)**

* Post graduate qualification in paper conservation or equivalent experience

***(Desirable criteria)***

* Member of Book & Paper Group –ICON
* Member of any other professional conservation body
* Accredited Conservator-Restorer (ACR) of ICON or ARA [PACR]

#### **EXPERIENCE**

#### **(Essential criteria)**

* Proven practical paper conservation experience
* Proven experience in delivering project work on time and to an excellent standard
* Proven experience working cooperatively with multiple teams, and in particular in working as part of teams with other heritage disciplines (for example, archives, curatorial, cataloguing, access / exhibitions)

***(Desirable criteria)***

* Proven experience dealing with mixed media collections
* Experience working with textile collections

***SKILLS/KNOWLEDGE***

***(Essential criteria)***

* Excellent written and verbal communication skills
* Excellent bench-working skills
* Experience of creating bespoke housing
* Ability to work independently and meet specific project targets
* IT literate and proficient in MS Office
* Excellent interpersonal and team-working skills
* Experience of COSHH Guidelines and commitment to following H&S best practice

***(Desirable criteria)***

* Knowledge & experience of using a conservation database

***PERSON***

* Confident in making decisions whilst lone working
* Flexible, positive attitude and ability to work on own initiative
* Team worker with a commitment to Conservation issues

**JOB DESCRIPTION**

**Key Responsibilities and Duties**

**CONSERVATION**

* Assist the Senior Conservator in managing the smooth running of the studio including the maintenance of equipment.
* Responsible for managing own workflow, assessment and treatment of material for conservation.
* Perform interventive conservation treatments and other practical work to conservation professional standards and best practice
* Support the care and management of TPM’s Collections and those under TPM’s care, including those off-site, by providing professional advice to internal and external stakeholders.
* Maintain and update knowledge relating to the assessment and treatment techniques for paper and other organic materials to conservation professional standards to ensure best practice.
* Deliver clear, detailed conservation reports, including written and photographic documentation, ensuring records are kept in the appropriate format.
* Ensure Health and Safety and COSHH guidelines are followed to the appropriate standards and follow safe systems of work.
* Manage specific conservation and preservation projects, as directed by the Head of Collections and Senior Conservator including external commercial projects.
* Upon request, liaise with commercial clients and deliver conservation projects to required specifications.

**GENERAL**

* Participate in the planning and delivery of internal and external exhibitions by providing advice on object suitability, environment and technical review of exhibition cases.
* Perform treatments and mounting to material going on display and assist with the installing and de-installing operations.
* Work with the Collection Team to support external loan requests by providing professional advice on object conditions and site suitability, produce condition reports, liaise with borrower and oversee logistic arrangements.
* Undertake preventive conservation measures to inhibit deterioration to TPM collections including helping to maintain the environmental monitoring equipment and monitoring, recording and reporting of data. Assist/undertake routine monitoring and measurement of light, dust and pollutants.
* Work with the Operations team by providing advice and guidance on collection care issues relating to environmental conditions, preservation procedures in galleries and guidance to FOH team.
* Help coordinate the integrated pest management (IPM) strategy relating to collection areas and provide reports and recommendations.
* Assess material entered into the quarantine room for contaminants and maintain good workflow of material entering and leaving. Treat and report on any contaminants as necessary.
* Deliver preventive conservation, collection care and housekeeping training to TPM staff including volunteers.
* Work with the Digitisation and Collection teams, supporting the delivery of the digitisation programme by providing advice, assessment, treatment and assistance to material earmarked for digitisation.
* Support TPM Development programme by providing detailed conservation reports for future grant applications.
* Support TPM marketing and PR activities
* Support profile raising activities of the Conservation department.
* Support fundraising by providing advice on grant applications for conservation related projects
* Work with the Senior Conservator in managing preservation supplies

**OTHER ACTIVITIES**

* Champion the Postal Museum brand and act as a brand ambassador
* Support our fundraising efforts with particular focus and input into the negotiation and completion of sponsorship opportunities
* Any other ad hoc duties as required

The postholder is expected to monitor and report on their work as directed by their line manager and adhere to office guidelines on handling, health and safety, lone working, etc., as advised, taking responsibility as appropriate.

## WORKING HOURS

The working hours shall be 35 per week, inclusive of meal breaks. These are usually flexible across the week and will be agreed in advance with the line manager, in line with The Postal Museum’s policies. Some out of hours working will be required to support events and weekend openings, and this will be notified in advance. Time off in lieu will be awarded in line with The Postal Museum’s policy. Variations of the hours can be made at the discretion of the line manager.