

### **Job Description/Person Specification**

For HR Use only:

Job number for CIP HR:

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**Job Title:** Conservator: Preventive

**Reports to:** Conservator: Exhibitions

**Department:** Collection Care

**Grade:** C3B

**Term:** 12-Month Fixed Term Contract

**Main purpose of Job:**

To contribute and advise on the care of the collection through monitoring and reporting on the environment, and other preventive conservation measures in support of the museum's operating plan, and to contribute to public outreach activities of the Department of Collection Care. This role requires the post holder to have specialist knowledge and experience in the area of preventive conservation and collection care.

**Key Responsibilities [in order of priority]:**

- To contribute to the preventive conservation of collections made of a wide range of organic and inorganic materials.
- To advise colleagues and stakeholders on preventive conservation, collection care and risk management related matters.
- To propose preventive conservation led solutions for the display of objects.
- To contribute to the care of the collection through dedicated projects on collections in store.
- To assist with the care of the collection through monitoring, data analysis, and reporting on display and storage environment, and supporting Integrated Pest Management.
- To work collaboratively with colleagues within the department and across the museum.
- To contribute to the development of new preventive or interventive measures.
- To assist with the care of the collection through advice on and training in best practice.
- To assist with the development of ideas for potential funding bids.
- To contribute to conservation science related activities.
- To contribute to the department's outreach and training activities through public speaking and publishing.
- To act as an advocate for the museum.
- To work flexibly in line with museum priorities.
- Other duties as assigned.

**What are the main work pressures and challenges?**

- Delivery of tasks/projects to required standards with minimal management guidance.
- Balancing project work with core function activities.

**Key Dimensions [eg number of staff directly managed, budget responsibilities, specific authority levels, types of decisions taken etc]:**

- Planning and delivering own work to achieve short to medium term objectives.
- Contributing to management of the department, may have some supervisory responsibilities, e.g. work with placement students.

**What are the performance targets or standards?**

- Delivery of agreed tasks/projects to the required standard, on time and to budget.

**What changes are likely to occur in the next two years to this job?**

- Large British Museum's project is in the early stages of planning the next phases of a long-term masterplan to transform The British Museum. Various workstreams of the masterplan will have to be supported throughout.

**Who are the main contacts of the jobholder and what are the relationships to these contacts [eg managing, influencing, advising]?:**

Line manager: advising, influencing

Head of Section: advising, influencing

Head of Conservation: advising

Other colleagues: advising, collaborating

Advancement and Development: liaison in relation to fundraising and stewardship of donors

External colleagues: collaborating, relationship management

**Person specification**

	Essential	Desirable
<b>Education - levels &amp; subjects</b>	<ul style="list-style-type: none"><li>• Recognised professional conservation qualification to degree level or equivalent, with emphasis on preventive conservation</li></ul>	
<b>Other qualifications</b>		<ul style="list-style-type: none"><li>• Working towards PACR</li></ul>
<b>Specific technical/professional skills &amp; experience</b>	<ul style="list-style-type: none"><li>• Demonstrable practical preventive conservation skills</li><li>• Understanding of mechanisms involved in material deterioration</li><li>• Sound knowledge of contemporary principles and practice in preventive conservation</li><li>• Involvement in display and storage related activities</li><li>• Understanding of conservation theory and ethical decision making</li><li>• Relevant knowledge of health and safety</li><li>• Good computing skills and proficiency with a range of IT systems</li></ul>	<ul style="list-style-type: none"><li>• Knowledge and understanding of conservation science and conservation treatments</li></ul>
<b>Work experience, likely former jobs</b>	<ul style="list-style-type: none"><li>• Employment within the heritage sector (e.g. museum, gallery, library, archive sector)</li></ul>	
<b>Specific managerial skills</b>	<ul style="list-style-type: none"><li>• Able to multi-task while working under pressure</li><li>• Experience of planning own work to deliver set objectives on time and to budget</li><li>• Able to work independently and in a team</li><li>• Effective problem solver and decision maker</li></ul>	<ul style="list-style-type: none"><li>• Some experience of project management</li></ul>
<b>Specific interpersonal skills</b>	<ul style="list-style-type: none"><li>• Open and effective communicator with good spoken and written English</li><li>• Experienced and comfortable at presenting work publicly</li><li>• Able to communicate and work collaboratively in a team</li><li>• Possessing demonstrable liaison, negotiating and influencing skills</li></ul>	<ul style="list-style-type: none"><li>• Experience of communicating/presenting to audiences</li></ul>
<b>Publications record (if appropriate)</b>	<ul style="list-style-type: none"><li>• n/a</li></ul>	<ul style="list-style-type: none"><li>• Some publications in peer reviewed journals</li></ul>

**Prepared by:** Head of Preventive Conservation

**Date:** 13 February 2024

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