

Recruitment Information



Textile Conservation Intern

Fixed Term Contract



Leslie B. Durst Textile Conservation Intern

21,937 per annum plus membership of Civil Service pension scheme

National Museums Scotland, with the generous support of Leslie B. Durst and the Clothworkers' Company are offering three one-year internships from 2022 to 2025 based in our Textile Conservation team. This internship is Year 2 of the programme and will start in October/November 2023. The aim of the internships is to help develop the professional skills of emerging conservators.

The successful candidate will join our busy and dynamic conservation team working under the guidance of the experienced Textile Conservation team, gaining experience from and contributing to a range of textile conservation activities to prepare our truly diverse collection for display. Projects are likely to include in-depth conservation treatments and preparing for exhibitions and loans, with scope to consider the individual's development requirements. The interns will also gain a wider range of experiences through working with teams across NMS including Preventive Conservation, Collections Care and Photography.

The intern will be based in the laboratories at the National Museums Collection Centre in Granton, Edinburgh, but will also work across the other museum sites.

The successful candidate will be a recent graduate with a recognised textile conservation degree and be keen to develop their expertise in this specialism. They will be self-motivated and a good team player with a passion for conservation and will be able to communicate this to our audiences.

You are provided with a job description and person specification for further detail about the post. To apply visit www.nms.ac.uk. The closing date for completed applications is Friday 25th August at midnight. Please state reference number NMS23/26. It is anticipated that the selection event will take place on Thursday 7th September.

Please note that CVs are not considered as part of applications and will not be forwarded to the shortlisting process.

Find out more about [National Museums Scotland](http://www.nms.ac.uk) and our range of [employee benefits](#).

National Museums Scotland is committed to being an Equal Opportunities Employer. We are keen that our workforce profile reflects the diversity of our visitors and audiences. Therefore, all jobs at National Museums Scotland are open to everyone and we encourage applicants from all backgrounds, irrespective of sex, gender identity, race, disability, religion or belief, sexual orientation or age. We welcome candidates who think they have the required skills and can make a contribution in this key role.

JOB DESCRIPTION

Post Title: Textile Conservation Intern		
Department: Collections Services	Section: Textile Conservation	
Directorate: Collections	Grade: 7	Hours: 37
Purpose of Post: <ul style="list-style-type: none"> To assist and carry out textile conservation projects under the supervision of a textile conservator. 		
Key Responsibilities: <ul style="list-style-type: none"> To develop and consolidate practical conservation skills by carrying out treatments, under supervision of a textile conservator. To take part in Preventive Conservation activities, including environment, pest monitoring and deep cleaning, under supervision of the Collections Care team. To assist with condition surveys. To undertake supervised conservation research and study, where relevant, to extend skills and experience. To assist with written and photographic documentation of treatments undertaken, initially under guidance. To attend relevant internal and external conferences and training courses. To be committed to good health & safety and access practice, and ensure familiarity with National Museums' health & safety and access policies, procedures and guidelines. 		
Expected Outcomes: <ul style="list-style-type: none"> Develop and consolidate practical skills learned on training course. Grow professional experience to complement theoretical training. Contribute to the Textile Conservation programme of work. 		
Reports to: Principal Textile Conservator		

Facts and Figures:

Budget: None

Staff Managed: None

Indirect Staff Managed: None

Thinking Skills (Judgement / Decisions Made):

- Applying knowledge learned during training course to museum objects
- Communication and presentation of technical treatments

Communication and Contact:

Internal:

- Line manager and all colleagues in Conservation
- Collections and curatorial staff
- Exhibitions and Public Programmes staff (under supervision)
- Other staff throughout the museums on conservation and collections' care issues (under supervision)

External:

- Visitors to the lab, where appropriate and under supervision

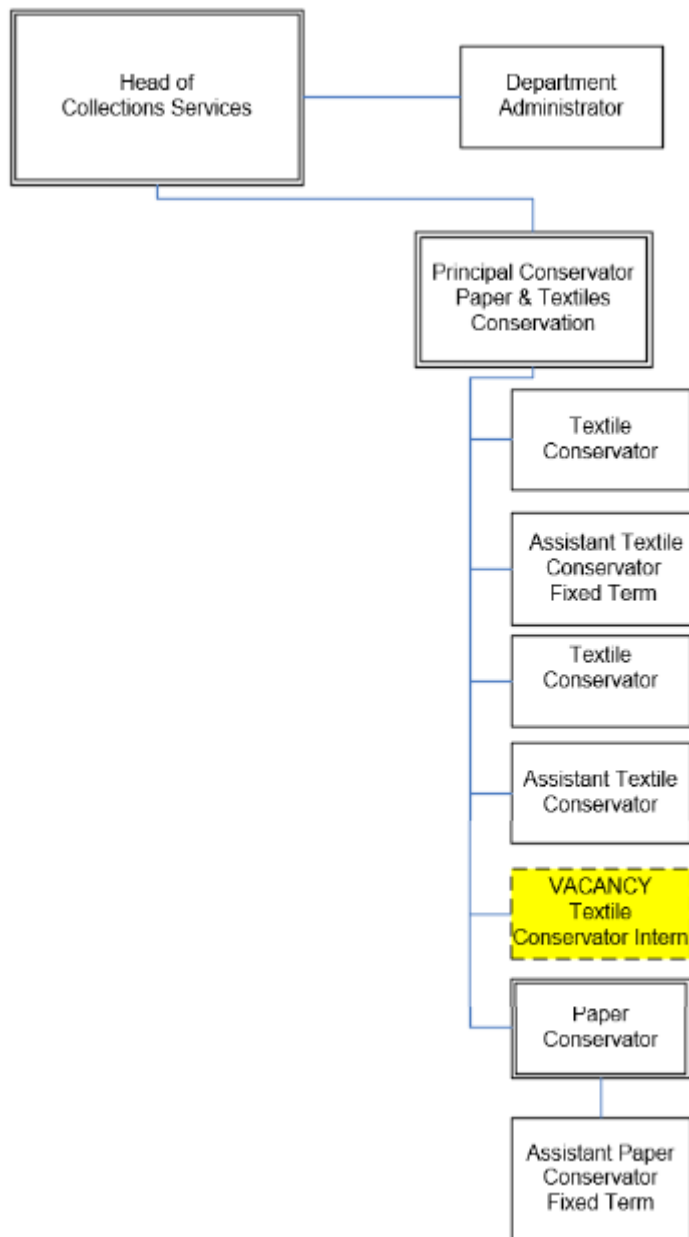
Most Challenging Parts of the Job:

- Applying techniques to conserve a wide range of textile objects.
- Working in a large, multi-site museum environment.
- Presenting and communicating work to internal and external stakeholders, supported by line manager.

Other Requirements e.g. Multi-site working, on call, etc:

Work based at National Museums' Collection Centre, Granton, but with periods at other National Museums' sites.

Organisation Chart



PERSON SPECIFICATION

Post Title: Textile Conservation Intern		
Department: Collections Services	Section: Paper & Textile Conservation	
Directorate: Collections	Grade: 7	Hours: 37 (net)

Knowledge	Essential or desirable	Evidence assessed by
Recognised conservation qualification at degree level or higher	Essential	Certificate / Application
Theoretical understanding of material issues and treatments	Essential	Certificate / Application
Understanding of conservation science	Desirable	Certificate / Application
Awareness of professional issues in a museum environment	Desirable	Application / Selection Event
Awareness of best practice in the field of textile conservation	Desirable	Application / Selection Event

Skills	Essential or desirable	Evidence assessed by
Demonstrable practical skills and manual dexterity	Essential	Selection Event / Portfolio
Good documentation and reporting skills	Essential	Selection Event / Portfolio
ICT skills in Microsoft Word, Excel and Outlook	Desirable	Certificate / Application
Ability to listen, learn and share information with different audiences	Desirable	Selection Event / Portfolio

Experience	Essential or desirable	Evidence assessed by
Demonstrable and relevant work or voluntary experience within the conservation field	Essential	Application / Portfolio
Experience of / in implementing Health and Safety at Work procedures	Desirable	Selection Event



National Museums Scotland has a Competency Framework with six competencies. Individuals for this job are expected to demonstrate competence in all six; these will be assessed from the Application Form, and, if you are invited to attend, at the Selection Event.

Competency	Level	Detail
Building Relationships Works effectively and professionally as part of their team and cooperates with others across the organisation; collaborates and networks externally for specific outcomes and projects; forms partnerships, nationally and internationally, for mutual benefit	1	<ul style="list-style-type: none"> Is aware of other National Museums Scotland departments and respects & values their role. Understands own role and makes significant contributions. Supports and helps own team to deliver objectives. Works willingly and flexibly with other teams and departments to deliver objectives. Works towards the team, department and directorate goal rather than own agenda.
Communicating & Engaging Uses interpersonal skills flexibly to communicate, influence, persuade and negotiate to ensure a shared understanding and commitment to act	2	<ul style="list-style-type: none"> Communicates regularly, accurately, timely and appropriately. Facilitates two – way communication, encouraging dialogue and exchange throughout and out with the organisation. Adapts own style of communication to suit different people's needs. Demonstrates empathy and understanding in all communications. Confidently influences others, rather than manipulating or imposing ideas.
Focussing on your Customers Places the customer at the heart of what they do, engages and listens and responds to deliver exemplary service, creating an outstanding experience; supporting a culture of service excellence, both internally and externally.	2	<ul style="list-style-type: none"> Requests and receives feedback from customers in a constructive and positive way. Anticipates customer concerns and reactions; and pre-empts these by addressing them upfront. Is able to assess quickly what a customer wants and gets straight to their needs. Offers a 'bespoke' service and solution to the customer, meeting any special requirements. Responds calmly, tactfully and firmly when dealing with difficult situations to resolve the issue.
Improving & Innovating Builds personal, professional and organisational capability by keeping up-to-date, being creative, sharing ideas, taking risks,	1	<ul style="list-style-type: none"> Thinks flexibly, open to, accepts and adapts to new or different ideas. Uses initiative and imagination to make constructive suggestions for improvements and innovations. Challenges status quo, existing norms and unacceptable behavior constructively – 'the way we do things around here.'

looking inside and out to continuously improve National Museums Scotland		<ul style="list-style-type: none"> • Willing to learn, build up knowledge and keep up to date with advances and issues in their own area of work and within National Museums Scotland. • Positively responds to feedback, learning from experience and mistakes.
Planning for Success Ensures effective delivery and completion by realistically planning and prioritising tasks and managing workload; develops and manages plans, programmes and projects, in consultation with stakeholders and within existing priorities, people resources and budgets.	1	<ul style="list-style-type: none"> • Demonstrates a 'can-do' attitude and strives for the best performance. • Actively seeks ways to save costs, resources and time. • Is proactive in seeking help or information when required to get the job done. • Quickly adapts to changing plans and priorities. • Delivers work to quality specification and deadline.



General Information – Textile Conservation Intern

Salary

The salary is £21,937 per annum. Salary on appointment will be subject to qualifications and experience and will normally be within the bottom quarter of the pay range. Pay, including pay progression, is reviewed in negotiation with the recognised trade unions, with an annual settlement date of 1 April. Where an internal candidate successfully applies for a post which is the same grade as their current post, they will transfer to the new post on the same salary with pay progression as normal.

Hours

Normally a working week of 37 hours, excluding lunch breaks. Normal hours of attendance are Monday to Thursday 08:30 to 17:00, Friday 08:30 to 16:30. As an alternative, a flexible working system is in operation. We are happy to talk flexibly about how you might wish to carry out this role.

Location

This post is based at the National Museums Collection Centre with travel to other Museum sites as required.

Probation

New employees are on probation for a period of six months from date of appointment.

Colleague Benefits

Full details of the range of benefits available to colleagues, including our excellent pension provision, can be found [here](#).

Selection Process

Please contact recruitment@nms.ac.uk if you would like support in completing your application.

We use a competency-based selection process. If you are invited to a selection event you will be asked to participate in activities that will enable us to assess your performance against our Competency Framework. You'll have the opportunity to let us know about any support or adjustments that will help you take part. Details of our competencies can be found in the Person Specification.

Pre-employment Checks/Eligibility to Work in the UK

Any offer of employment will be made subject to:

- receipt of references which are satisfactory to National Museums Scotland
- a Basic Disclosure Scotland check, the result of which must be satisfactory to National Museums Scotland. The cost will be refunded.
- completion of a health and wellbeing form, which is satisfactory to National Museums Scotland. We ask you to complete this so that we can put in place any support you need, including reasonable adjustments, during your onboarding and induction periods and your ongoing employment with us.
- Receipt of documentation confirming eligibility to work in the UK.

This post does not fulfil the UK immigration requirements for sponsorship, so National Museums Scotland are not able to provide sponsorship under the Skilled Worker route.