



JOB DESCRIPTION

Job Title	Preventive Conservator (Exhibitions)
Location	IWM London
Salary	£30,300 per annum
Department	Care and Conservation
Normal Working Hours	36 hours per week
Directorate	Collections & Governance
Position Type	Contract (9 months, Full time)
Reports to	Head of Preservation
Contract	IWM Trading Company

You can read about IWM and the work we do on our [website](#).

Job Summary

The Preventive Conservator (Exhibitions) is based at IWM London and will be part of the Preservation Team, within the Department of Collections Management.

This role sits at the core of a rotation project (Gallery Rotation Project 1.0) and is responsible for undertaking a time-critical scoping activity, whereby all objects on display across IWM branches are condition assessed and their light levels are documented; to help inform a programme of rotations. The role will carry out condition assessment, analysis, documentation, and research activities to help inform the project, and work closely with other teams to ensure priorities are identified and targets are met. The Preventive Conservator will also work with the Preservation Manager and Collections Systems teams to develop a light budget recording tool for the Collections Management System. The role will contribute to a Business Case and Project Initiation Document for a third phase of the Gallery Rotations (Gallery Rotation 2.0).

We would also expect you to advise on other aspects of environmental impacts in-gallery that may influence deterioration. As well as take a lead role on informing light levels for objects, including for new galleries, in storage areas and for events and filming activities. Knowledge and experience of working with light-sensitive mixed collections, particularly works on paper, will be an advantage.

The post is based at IWM's London branch, but the role will require work to be undertaken at all museum sites, as directed.

Key duties

You will be expected to work independently as well as across different teams in order to contribute to and deliver the priorities of IWM - using your knowledge, skills, talent and potential to the best of your ability.

You will focus at all times on delivering excellent customer service, ensure value for money at all times while being professional, courteous and demonstrating the behaviours and attributes expected of all IWM employees. You will also adhere to all corporate standards, and use corporate systems as directed to ensure consistency of service, brand and operational standards.

You will be expected to work across departments effectively, working with individuals, partners and where appropriate volunteers.

To identify and implement learning and development needs for both yourself and your team, including volunteers, if appropriate.

In addition, your duties will include:

1. To deliver the Gallery Rotation Project 1.0, as a key preservation work programme, as directed by senior staff:
 - a. Undertake a scoping activity to determine what light levels objects on display are receiving.
 - b. Assess the condition of collections on display to determine a priority list for rotation.
 - c. Work with IWM's Collections Systems team to develop a recording tool for light budgets.
 - d. Carry out analysis and monitoring of collections on display to inform a Business Case for Gallery Rotation 2.0.
 - e. Use IWM's Environmental Monitoring System to analyse environmental data and provide reports for the needs of IWM's storage, exhibitions, and future planning in relation to light levels.
 - f. Make light level recommendations for new galleries and updates to displays.
 - g. Inform and update the Filming, Events and Environmental Policies with information about light levels and activities on-gallery, to ensure preservation of collections.
2. Work with internal and external stakeholders to advise on and support preservation:
 - a. Develop and deliver a programme of preservation training around environmental deterioration.
 - b. Makes recommendations for and implement changes on storage and preservation requirements for collections, based on data around light levels.
 - c. Undertake and support safe handling, packing and movement of hazardous and licensed collections.
 - d. Train, supervise and quality assure the work of contractors, interns, students and volunteers in accordance with IWM policy, procedure and guidance.
 - e. Support the development of IWM's masterplan, exhibitions and storage projects.
3. Maintain and update accurate, centrally held, records of preservation activities.
4. Produce and follow agreed risk assessments and method statements and ensure that your work practices and the area for which you are responsible comply with relevant Health & Safety regulations and guidelines, minimising risk to yourself and others.
5. Keep work qualifications, skills and knowledge up to date.

Person Specification: Preventive Conservator (Exhibitions)

	Essential criteria	How this will be assessed
1	Relevant preventive conservation or museum studies qualification or demonstrable experience in a relevant field	Application form and interview
2	Demonstrable knowledge of the agents of deterioration and a good understanding of the damage light can cause	Application form and interview
3	Experience of working on preventive conservation projects, including environmental analysis, light recording, and producing reports	Application form and interview
4	Experience of working on exhibitions and gallery projects in an advisory capacity	Application form and interview
5	Experience of analysing environmental data to inform decision making	Application form, interview and test
6	A willingness and ability to meet deadlines and to deal positively with a changeable and at times demanding workload	Application form and interview
7	Experience of working in an accountable environment and under direction, following corporate policies and procedures	Application form and interview
8	Experience of assessing the condition of objects in a range of media	Application form and interview
9	Willingness to travel to other IWM branches	Application form and interview
	Desirable criteria	
10	A good understanding of the importance and requirements of Health and Safety at work	Application form and interview
11	Experience of using a Museum, Library or Archive Collection Management System	Application form and interview
12	Experience of working with volunteers and supervising contractors	Application form and interview
13	Experience of supervising filming or events within a museum setting	Application form and interview
	Key competencies	
14	Learns/ Adapts	Application form and interview
	Deals well with unpredictable problems as they arise on a day-to-day basis, applying new learning all the time. Proactively provide information to other IWM departments that affects them, strengthening relationships throughout IWM and improving shared learning	
15	Teamwork	Application form and interview
	Encourages all team members to work collaboratively. Actively contributes to creating a mutually supportive environment by helping others, seeing different perspectives and finding common ground. Initiates contact with other departments, actively building an informal network and developing trusting relationships	
16	Communication/ Professional Presence	Application form and interview

	Sensitive communication style – able to handle situations calmly and appropriately. Expresses themselves clearly – both orally and in written format	
17	Digital Awareness	Application form and interview
	Is digitally aware and responsible in own areas of work	
18	Financial Awareness	Application form and interview
	Develops a basic understanding of IWM's financial rules and procedures – and adheres to these. Manages budgets actively and effectively	
19	Personal Effectiveness	Application form and interview
	An accurate working style, under-pinned by excellent attention to detail skills. Communicates with and involves all relevant stakeholders when constructing their work plans and keeping them informed throughout. Focuses activities in line with key deliverables	
20	Promoting Diversity	Application form and interview
	Recognises and values the benefits of diversity amongst staff and customers, demonstrating respect and empathy towards different groups and individuals. Tackles incidences of conscious or unconscious bias within the team or beyond	
21	Leadership/ Management Skills	Application form and interview
	A pragmatic and focused approach that is objectives driven, ensuring that positive results are achieved. Flexible in their thinking and approach – always aims to anticipate what lies ahead. Able to generate creative ideas that solve future problems	

This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.