

**Internship Description**

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| **Job Title:** | ICON Internship (Musical Instruments Conservation)  |
| **Department / School:** | Information Services Group / Library & University Collections / Heritage Collections (Access & Engagement) / Conservation & Collections Management   |
| **Reports To:** | Senior Conservator |

**Purpose**

To undertake a twelve-month conservation internship managed by The Institute for Conservation (ICON) and hosted by the University of Edinburgh. The intern will carry out conservation procedures, including condition and risk assessments, historical and technical research, treatment and documentation, on selected objects within the globally-significant collection of musical instruments at the University of Edinburgh. They will also undertake other preventive conservation tasks within the Conservation and Collections Management (C&CM) team’s remit and workplan.

**Main responsibilities**

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1. To carry out condition and risk assessments, historical and technical research, interventive and preventive treatments and documentation of musical instruments in the University’s collection.
2. To assist with collections management tasks including but not limited to cataloguing and inventory of objects in storage.
3. To assist with tasks related to the Maintenance and Collection Care regime for the instruments in the collection, including collection moves in support of the C&CM service and wider services in Heritage Collections.
4. To implement housekeeping protocols for display spaces and storage facilities, including surface cleaning, display maintenance, environmental monitoring, and disaster response and recovery.
5. To participate in outreach and netwoirking activities (e.g. in-person and online dissemination and promotional activities).

1. Any other duties required to facilitate preservation and access to collections as required by the Senior Conservator, or any other appropriate member of the Heritage Collections team.

Key contacts/relationships:

Internal:

* Conservation & Collections Management team
* Musical Instrument Collection Curator and St Cecilia’s Hall Curator
* Wider Heritage Collections teams
* Wider Library & University Collections colleagues at the University Collections Facility and the Main Library
* IS Facilities
* Users of the collection, volunteers, students and interns.

External:

* Institute for Conservation
* Liaison with those using the Musical Instrument Collection (e.g. researchers, performers, visitors), general public, contractors, suppliers, etc.
* Wider Conservation and Heritage sectors.

**Planning & Organising**

* Plan and organise their own work according to a workplan determined and agreed with the Senior Conservator and in line with the C&CM strategic development and wider Heritage Collections workplan.
* Adapt and plan work and modify priorities and duties in response to changed circumstances.
* Follow Senior Conservator advice and guidance on procedures such as access to material, safety and security.
* Although employed by Icon, the intern will conform to University of Edinburgh policies and procedures, as well as employ best practice and uphold appropriate professional standards.
* Additional tasks are assigned to the intern by the Senior Conservator.

C&CM has a strong commitment to professional ethics and best practice, and their practical application in the Heritage Collections context. Policy and process adhere to a risk assessment and risk management approach.

**Problem Solving**

* The post holder will resolve most day-to-day non-complex issues and adjust priorities and balance competing demands.
* They will work with the Senior Conservator, and with C&CM colleagues for advice and guidance.

**Decision Making**

* The intern will take day-to-day and routine decisions within the competencies and remit for the role and will know when to refer a matter to more senior staff.
* They will suggest timely adjustments, innovations or refinements to policies and practices, and will immediately report any new discoveries/challenges in the working environment.

**Knowledge Skills and Experience**

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| **Attribute** | **Essential** | **Desirable** |
| **Education, Qualifications & Training** | * Recently completed, or in final stages of obtaining a relevant qualification (e.g. degree in Conservation)
 | * Competent skills in objects conservation (preferably musical instruments), or musical instrument making and restoring
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| **Knowledge & Experience** | * Attention to detail and a high level of accuracy
* Excellent hand-skills and tool handling
* Competent skills in documentation techniques
* Knowledge of collections care and documentation, and an understanding of collections-related best practice
* An awareness of the importance of historical musical instruments and their preservation
* Good communication and interpersonal skills, including strong team-working skills
* Ability to organise and deliver work within agreed timescales to a high level of accuracy
* Flexible approach to changing tasks, work environment and approaches to working practice
* Capable of fulfilling the physical demands of the role, such as working at height and moving large quantities of, and large individual, collection items
* Clear experience and skill in using IT packages such as Microsoft Office and an openness to new forms of technology
* Commitment to continued professional development
* Commitment to supporting Equality, Diversity & Inclusion in the workplace
 | * Knowledge of music and music history
* Previous experience of working with heritage or musical instrument collections
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**Dimensions**

This internship, is funded and managed by ICON, and it is hosted by the University of Edinburgh. It sits within the Conservation & Collections Management team (C&CM) within the Heritage Collections (Access & Engagement) section. The Heritage Collections (Access & Engagement) section and the Heritage Collections (Research & Curatorial) section work in a converged environment with a central hub at the Centre for Research Collections (CRC) at the Main Library in George Square.

The C&CM team is a multi-sector team of professional and para-professional staff drawn from archives, museums and library sectors. The C&CM team works together to provide the interventive treatment (Conservation team) and stewardship (Collections Management team) necessary to ensure the long-term preservation of, and access to, the University’s rare/unique collections. It consists of the Conservation & Collections Manager, Senior Conservator (who manages the Book Conservator, Works on Paper Conservator, and a Technician (Musical Instruments Care), Senior Collections Manager (who manages the Technician (Collections Care), Museum Collections Manager (who manages the Collections Registrar), and Appraisal Archivist and Archive Collections Manager (who manages a Technician (Collection Management)), and is augmented by/with volunteers, interns and student placements.

The combined Heritage Collections sections are responsible for the cultural heritage collections of the University. Our guiding principles are that we preserve, provide access to and interpret the cultural heritage of the University (online, in galleries and in reading rooms); and that we are a research laboratory for the humanities, collaborating on research, teaching and civic engagement.

Heritage Collections staff have a shared responsibility for the care of the University’s unique heritage assets, both physical and digital, across a complex multi-site campus.

C&CM collaboration extends to all teams in the broad acquisition-preservation-discovery-access workflow. C&CM plays a signification role in development and delivery of vocational training and sector educational support; advocacy for Heritage Collections in general and conservation/collections management in particular; disaster prevention and response; the loans and exhibitions processes and programmes.

The working hours for this post are 1 FTE, fixed-term for twelve months.

**Additional Information**

This internship is based primarily at St Cecilia’s Hall Concert Room & Music Museum, 50 Niddry Street, with the intern also required to work at the following sites:

* The Centre for Research Collections, Main Library, George Square
* University Collections Facility, South Gyle Crescent
* New College Library, New College
* School of Scottish Studies Archive, 29 George Square

**Health & Safety Requirements for the role**

This internship requires:

* Manual handling of collections
* Working at height and heavy lifting operations
* Confident operation of a wide range of tools and equipment

Some use of specialist equipment and materials is required. A safe scheme of works is provided along with relevant risk assessments.

Training is provided as part of the internship programme, with refresher training as required.

If you require this document in an alternative format please contact HR by email at HRHelpline@ed.ac.uk or by telephone on 0131 651 5151.

This internship is generously funded by the following funding partners:

* Anna Plowden Trust
* Idlewild Trust
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