

NATIONAL GALLERIES OF SCOTLAND

CONSERVATION DEPARTMENT

CONSERVATION TECHNICIAN – PAINTINGS AND FRAMES (Band 7A)

FULL-TIME (ALTHOUGH REQUESTS FOR PART-TIME WILL BE CONSIDERED), FIXED TERM (4 MONTHS)

The National Galleries of Scotland (NGS) is home to one the world’s finest collections off art, which ranges from the Middle Ages to the present day.  Our spectacular buildings house the world’s greatest collection of Scottish art, and a world-renowned collection of Scottish and international photography, welcoming many visitors to our three principal sites in Edinburgh: the Scottish National Gallery, the Scottish National Gallery of Modern Art and the Scottish National Portrait Gallery. The National Galleries of Scotland aims to preserve, display and augment the collections for the enjoyment and education of the widest possible public and to maintain NGS as a centre of excellence.

This is an exciting period of renewal for NGS, as we move forward with our engaging strategic vision that puts our audience at the heart of what we do. We’re making it our mission to broaden our impact, matching our rich collections, expertise and creativity to the needs and wants of our visitors. We’re finding new ways to connect with more people, and creating an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

‘Art for Scotland: Inspiration for the world’ is Our Vision.  Inclusive, original and ambitious – we will make the national collection accessible to all and inspire curiosity across the world.

At NGS we are committed to looking at how we operate as well as how we engage with our visitors and communities. We want to play our part in tackling the Climate Emergency. We will ensure Equality, Diversity and Inclusion (EDI) is embedded across our organisation, ensuring everyone feels a sense of belonging and can be themselves.

Job Summary

The Conservation Techniciansmake up a small group of specialists sitting within the Conservation Department. Their main purpose is to devise and implement systems to ensure that the NGS collections and those works on loan to NGS are displayed, stored and transported in a safe and appropriate manner.

The role of the *Conservation Technician – Paintings and Frames* is to work with two other technicians to deliver the paintings and frames conservation technician service. This primarily consists of delivering technical work, with reference to agreed standards where appropriate, and monitoring progress against agreed targets.

Key Responsibilities

Technical work (85%)

Undertake the preparation of art works upon acquisition, or for the public, loans and collections care programmes, following standard methodologies as appropriate but also finding innovative solutions where necessary. This work includes:

* Refitting paintings in frames to NGS standard.
* Making and finishing new frames, including batches of standard frames and one-off customised frames.
* Packing and unpacking objects, creating new packing systems as necessary.

Organisation and management (5%)

Assist the Senior Conservation Technician with the organisation and management of the paintings and frames conservation technician work, including:

* Liaising with the Paintings Conservators to plan work and to organise the movement of objects in and out of the department.
* Ensuring that objects in the paintings and frames conservation technician studio are safe and secure, and that the studio is tidy and well organised.
* Ensuring that any professional freelance paintings and frames conservation technicians have the resources they need for their work.
* Liaising with the Paintings Conservators and the Digitisation team to organise and facilitate the photography of objects.
* Monitoring the progress of the paintings and frames conservation technician work so that any potential failure to meet deadlines can be identified and addressed, and so that collections care work can be programmed in when capacity permits.

Common areas of responsibility (10%)

* Undertake courier duties for NGS as agreed and required.
* Assist with the supervision of interns, placement students and volunteers.
* Provide specialist advice and training for colleagues, both within and outside the Conservation Department.
* Maintain relevant conservation and analytical equipment, advise on purchases of new equipment, monitor levels of conservation materials and request additional stock as appropriate.
* Publicise and promote the activity of the specialist role and of the Conservation Department as a whole, both internally and externally, by giving talks, tours, and presentations and writing content for traditional publications and social media.
* Participate in relevant external networks and collaborations.
* Maintain and develop skills and knowledge in conservation and the cultural heritage sector through continuing professional development and training.
* Comply with NGS and departmental guidelines on health and safety and contribute to the development of good health and safety practices within the areas covered by the specialism.
* Participate in regular departmental and divisional meetings, and in other meetings related to particular activities and projects as necessary.
* Meet regularly with the role’s line manager to review personal performance and progress and provide updates for other internal stakeholders when requested.
* Carry out other appropriate duties as they arise.

KNOWLEDGE, SKILLS & EXPERIENCE

The following range of knowledge skills and experience is required. Please take note of these and make sure they are reflected in your application. Short-listing for interview will be based on meeting these requirements.

Essential:

* Educated to Higher level or equivalent, with passes in maths and English at National 5 level or equivalent.
* Proven skills and experience in the following:
  + handling art works, particularly paintings and frames
  + refitting paintings within frames
  + making new frames
  + using and maintaining woodworking machinery and equipment.
* Awareness of conservation issues including ethical considerations.
* Demonstrable analytical and problem-solving skills where standard methods are not appropriate.
* Strong written and verbal communication skills, with the ability to communicate. effectively with both internal and external contacts and to produce clear and accurate documentation.
* Demonstrable time-management and planning skills, with the ability to work well under pressure and prioritise workload to meet deadlines.
* Ability to work effectively as part of a team, with a proactive approach to sharing information with colleagues.
* Willingness to continually develop technical skills with regard to new methods and techniques, actively engaging in CPD.
* Good end-user IT skills, including Microsoft Word, Excel and Powerpoint.
* Experience of following health and safety practices in the workplace.

Desirable:

* Experience of working in a museum or gallery.
* Experience of using a collections management database.
* Experience in completing risk assessments and method statements.
* Conservation Technician Qualification or Diploma.
* Driving licence.

SUMMARY TERMS & CONDITIONS

Salary: £21,552 - £23,745

Starting salaries will normally be at the minimum or at a rate that reflects qualifications and/or experience which are of special value for the post and which are above minimum entry requirements.

Hours: 37 hours per week not inclusive of meal breaks

Annual Leave: 25 days per annum pro rata

All staff receive 10.5 public and privilege holidays per annum pro rata.

Pension: Civil Service pension provisions enables the National Galleries of Scotland to offer a choice of occupational and stakeholder pensions, giving you the flexibility to choose the pension that suits you best.

Closing Date for completed applications Wednesday 7th July 2021

It anticipated interviews will take place 15th July 2021

*Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.*

*National Galleries of Scotland is a charity registered in Scotland (No. SC003728)*

