

NATIONAL GALLERIES OF SCOTLAND

CONSERVATION DEPARTMENT

CONSERVATION TECHNICIAN – PAPER (Band 7A)

PART-TIME FIXED TERM (0.6FTE), 2 YEARS

National Galleries of Scotland (NGS) is home to one the world’s finest collections of 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, 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.

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 Technicians* make 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 – Paper* is to work with the *Senior Conservation Technician – Paper* to deliver the paper 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 (95%)

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:

* Designing and cutting mounts and securing objects within them;
* Removing objects from frames and putting objects into frames;
* Making new standard frames and liaising with colleagues to organise the manufacture of complex 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 paper conservation technician work, including:

* Liaising with the Paper Conservators to plan work on objects for acquisitions processing, for the public programme, for loans or for collections care projects;
* Liaising with the Paper Conservators to organise the movement of paper-based objects in and out of the conservation department, ensuring that location records are maintained;
* Ensuring that objects in the paper conservation technician studio are safe and secure, and that the studio is tidy and well organised;
* Ensuring that any paper conservation technician contractors have the resources they need for their work;
* Liaising with the Paper Conservators and the Digitisation team to organise the photography of objects as required;
* Monitoring the progress of the paper 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.

Related activities

* 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 Nat 5 level or equivalent.
* Proven skills and experience in the following:
	+ handling art works, archival items and frames;
	+ producing high quality mounts;
	+ framing artworks;
	+ working with and maintaining paper conservation technician equipment.
* Awareness of conservation issues including ethical considerations.
* Proven skills and experience in the safe handling and movement of works of art within a museum/gallery environment.
* Demonstrable analytical and problem-solving skills where standard methods are not appropriate.
* Good written skills, with the capacity to produce clear and accurate documentation.
* Strong communication and interpersonal skills, including the ability to communicate effectively with both internal and external contacts.
* 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.
* Knowledge and appreciation of art, particularly in relation to artists’ techniques.
* Experience of using a collections management database.
* Experience in completing risk assessments and method statements.
* Familiarity with the operation of a mount-cutting machine.
* Experience of constructing simple frames.
* Experience of devising and creating display solutions for a variety of paper objects.
* Conservation Technician Qualification or Diploma.
* Driving licence.

SUMMARY TERMS & CONDITIONS

HOURS: 22.5 hours per week

SALARY: £21,522 - £23,745 pay award pending

 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

ANNUAL LEAVE: 25 days per annum pro-rata

 Staff receive 11.5 public and privilege holidays per annum pro-rata

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

*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)*

