

Role: Collections Care Assistant	Business: North East
Reports to: Visitor Services Manager	Pay Band/Starting Salary: Grade 2 Upper, £25,483 - £26,907 pro-rata, per annum
Location: Crathes Castle	Type of Contract: Permanent, 40hrs per week 5/7 rota
Terms and conditions: The post is subject to the standard terms and conditions provided with the application pack. The role on occasion may require working weekends and occasional evenings for special events.	

PURPOSE OF THE ROLE

As a Collections Care Assistant, you will be responsible for the planning and day-to-day care of collections, along with managing reactive situations and support with long term planning at (insert property name)

The post holder will be responsible for ensuring that best preventive conservation and collections care practices are followed through the implementation of an effective collections care regime in line with Trust policies and procedures.

The role will include engaging with visitors about the collection care work of the National Trust for Scotland when undertaking cleaning activities in the house but also work with events team to develop collection based educational events for children and adults.

The post holder will also work closely with the function and event team ensuring all functions and events are operated in such a manner as to minimise risk to the collection without compromising the event itself.

The post holder will be part of a wider team of employees and volunteers, helping to support the property where necessary.

KEY RESPONSIBILITIES

The Collections Care Assistant is responsible for a wide variety of duties in connection with the care of the property. These duties involve the correct handling and conservation-cleaning of the collections following best-practice at all times and general housekeeping duties throughout the House and other buildings.

Specific duties include:

- Manage Integrated Pest Management, Environmental Monitoring & Control Systems, Housekeeping Plans and collections handling and protection, collections management processes; proactively action reported recommendations for treatments and improvements.
- Carry out conservation cleaning of collections including conducting a deep clean over the winter period.

- Member of the properties senior operational team assisting with duty management cover.
- Recruit and manage a volunteer collections team.
- Develop new specific volunteering roles within the collections team such as textiles, storage, research, and visitor engagement.
- Create and lead on a regular events schedule for collection themed events, showcases and workshops.
- Develop educational opportunities for all ages through children's activities, specialised workshops and interactive tours.
- Work with external educational and community groups to create specialised events and grow visitor numbers.
- Grow and improve current interpretation of the castle's history and collection.
- Working closely with the regional conservator to carry out remedial conservation on the collection.
- Provide training to staff on safe handling of collections, information relating to collections and relevant historical information.
- Lead on the use of Trust systems to monitor the condition and security of the collections and interiors across the cluster ensuring any damage, deterioration or threats to the collections are promptly reported and mitigated.
- Lead on the collections care aspects of functions, events, filming, building works and general visitor experience improvements across the cluster. Work with other property team members to ensure that the care of the collections and interiors is not compromised.
- Work closely with the Regional Conservator to improve and develop the collections care and preventive conservation practices across the cluster and to assist in remedial conservation as required.
- Work closely with the Regional Curator to assist with the presentation, interpretation and access to collections and interiors.
- Work closely with the Collections Services Team, to ensure that the Trust's object movement and location audit procedures are maintained, updated, and adhered to so that location inventory information remains accurate. Completing room audits and ensure condition checks are carried out.
- Work with the regional curator to update records, improve visitor experience through the layout and interpretation of the collection.
- Work closely as required with the Trust's Registrar (Loans & Disposals) to ensure the safe management of all long loans in and temporary loans in and out of properties in the cluster;
- Liaise with the Trusts Archivist to conduct research and to maintain and care for the property archives.
- Develop knowledge and understanding of the collections and be a passionate advocate for widening access and engaging visitors;
- Work with the wider estate to create a holistic and richer visitor experience.

The current duties of this job do not require a criminal records (Disclosure Scotland) check to be carried out.

SCOPE OF JOB

People Management

- Not a direct line manager; but will be expected to work with and supervise volunteers and VSAs at the property assisting with collection care and conservation tasks.
- Will work as part of the property team communicating with and taking direction from the Visitor Services Manager.
- Will work closely with other property colleagues, in various departments.
- Will work with other technical/specialist advisory colleagues based in other NTS locations and departments and with external contractors.

External Relationships

- Requirement to communicate and present conservation and collection care activities to visiting members of the public.

Finance Management

- Not a budget-holder but will be expected to take input/ inform material and equipment requirements for effective management of Trust resources in the allocated areas.

Tools/equipment

- Will be a frequent user of conservation-cleaning materials and equipment which must be well maintained and kept in working order.

REQUIRED SKILLS, EXPERIENCE & KNOWLEDGE

The above outlines the key skills the job holder will need to possess and exercise. In addition, either knowledge of or experience in the following is required:

Essential:

- A good understanding of preventive conservation;
- Previous experience in collection care within a museum or historic environment;
- A keen interest in the National Trust for Scotland and its core values;
- A keen interest in history, historic properties and conservation of their collections;
- Previous experience in housekeeping;
- Good manual dexterity and ability to lift/ carry heavy materials and collections as well as the ability to work from ladders and tower scaffolding;
- Good interpersonal and communication skills;
- Excellent front of house persona- warm, welcoming, patient and understanding, ability to communicate conservation works;
- Ability to work within a team or independently, with minimal supervision to a high standard;
- Experience of working with volunteers;
- Ability to carry out lone-working and ability to do so safely within the property;
- Ability to be flexible, in particular to adapt working patterns and tasks;
- An awareness and understanding of the careful approach required when working with fragile historic interiors and collections.

- Strong organisational skills and ability to manage multiple tasks and prioritise;
- Ability to manage time efficiently;
- Awareness and understanding of the security issues, both personal and property-specific;
- Ability to be proactive and to take the initiative;

Desirable:

- A recognised qualification and/ or equivalent experience in collections care, remedial or preventive conservation.
- Experience using collection management databases and environmental monitoring software, specifically with Adlib or Axiel and Hanwell/ EMS systems.
- An understanding of health and safety legislation and collections emergency procedures;
- Experience of working with and erecting access equipment. PASMA scaffold qualification and ladder certificate.
- Proficient user of Microsoft Office software;
- Experience in developing event/specialist talks
- First Aid

The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via workforus@nts.org.uk, by Sunday 25th August 2024.

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"
