

Conservation Technician - Paper

Full-time and Fixed Term for 9 months (maternity cover)

Start date end of June 2025

Salary £28,707 - £29,961 per annum (pay award pending)

Plus generous benefits package

On-site

About the role

A rare and exciting opportunity has arisen for an experienced Conservation Technician to assist with the delivery of our paper conservation programme. You'll enjoy this role if you like creative problem solving, using your experience with mounting and framing, as well as utilising your excellent communication skills.

Working as part of a dedicated and talented team, your main focus will be to devise and implement systems to ensure that the National Galleries of Scotland collections, and those works on loan to us, are displayed, stored and transported in a safe and appropriate manner.

You'll prepare art works upon acquisition, or for the public, loans and collections care programmes. Delivering technical paper conservation work, you'll follow standard methodologies as appropriate but also find innovative solutions where necessary. You will also develop your paper conservation hand skills. You will be accustomed to monitoring progress against agreed targets and knowledge sharing.

Your day-to-day responsibilities will include:

- Designing and cutting mounts and securing objects within them.
- Removing objects from, and putting objects into, frames.
- Making cradles and supports for display case objects
- Upgrading primary housing and creating packing systems as necessary.
- Making new standard frames and liaising with colleagues to organise the manufacture of complex frames.
- Improving and upgrading internal frame packaging for existing frames

The difference you'll make

Working closely with the Senior Conservation Technician and the wider team your responsibilities will include:

- Assisting with the public programme, loans or for collections care projects.
- Organising the movement of paper-based objects in and out of the Conservation Department, ensuring that location records are maintained.

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- Ensuring that objects in the paper conservation studio are safe and secure, and that the studio is tidy and well organised.
- Liaising with the Paper Conservators and the Digitisation team to organise the photography of objects as required.
- Monitoring the progress of work so that any potential failure to meet deadlines can be identified and addressed, and therefore collections care work can be programmed in when capacity permits.
- Maintaining conservation equipment and ensuring the appropriate levels of conservation materials are available.
- Undertaking courier duties for NGS as agreed and required.
- Providing specialist advice and training for colleagues throughout the organisation.
- Ensuring that any contractors have the resources they need for their work.
- Assisting with the supervision of interns, placement students and volunteers.
- Publicising and promoting the activity of the paper conservation 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.
- Complying with our guidelines on health and safety as well as contributing to the development of good health and safety practices.

Who we are looking for

To succeed in this role, you'll need the following range of knowledge, skills, and experience:

- Experience in the safe handling and movement of works of art within a museum/gallery environment.
- Proven experience in handling archival items and frames; producing high quality mounts; framing artworks along with working with and maintaining paper conservation technician equipment.
- Awareness of conservation issues including ethical considerations.
- Demonstrable analytical and problem-solving skills where standard methods are not appropriate.
- Very strong written and verbal communication skills with the ability to produce clear and accurate documentation and communicate effectively with both internal and external contacts.
- Ability to organise, meet deadlines and prioritise work.
- Willingness to continually develop technical skills with regard to new methods and techniques in conservation and the cultural heritage sector and actively engaging in CPD.
- Ability to work effectively as part of a team, with a proactive approach to sharing information with colleagues.
- Proficient IT skills, including Word, Excel and PowerPoint.
- Experience of following health and safety practices in the workplace.

It would also be great if you have:

- Experience of working in a museum or gallery with knowledge and appreciation of art, particularly in relation to artists' techniques.
- Proficiency in using a collections management database.

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- Experience in completing risk assessments and method statements.
- Familiarity with the operation of a mount-cutting machine as well as experience of constructing simple frames.
- Experience of devising and creating display solutions for a variety of paper objects.
- A Conservation Technician Qualification or Diploma.
- Driving licence.

We are National Galleries of Scotland

Our three Edinburgh galleries are the National, Modern and Portrait. We house and look after Scotland's amazing world-class art collection – one of the finest in the world. Step inside and explore treasures from Botticelli and Titian to the very best modern art to contemporary portraits of pop culture icons. And, as you'd expect, the world's greatest collection of Scottish art, our national collection. We also have an outstanding collection of Western art from the late Middle Ages to the present day.

We're a space for thinking, dreaming, doing, and playing. Soak up the art. Meet friends in the cafés. Have a family picnic surrounded by the sculptures in the Modern grounds. Be inspired by our amazing art films. Choose your own experience. There is no one way to enjoy Scotland's national collection. We are yours to discover.

As well as displaying our art at our three Edinburgh sites, we also share it through an active programme of partnership across Scotland, the rest of the UK and abroad, as well as online.

We conserve and research our collections and we are committed to reaching the widest possible audience through our ambitious plans. Visitor numbers to our sites in Edinburgh totalled an average of 2.5m visitors a year in the years prior to the global pandemic.

What's important to us

We make art work for everyone. That's our purpose and it drives everything we do. This is an exciting time for us, as we move forward with our engaging strategic vision: Art for Scotland: Inspiration for the World.

We're putting our audience at the heart of what we do. Matching Scotland's rich collection, our expertise and creativity with the needs and wants of our visitors. Finding new ways to connect with more people and create an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

We're committed to looking at how we operate as well as how we engage our audiences. We will play our part in tackling the Climate Emergency, and we're embedding Equality, Diversity, and Inclusion (EDI) in the way we work. We want everyone to feel a sense of belonging and freedom to be themselves at work or at play with us.

What's on offer for you

Our colleagues will tell you great things about working here. We aim to ensure the National Galleries of Scotland is a great place to work, where our people thrive in a culture where we are trusted, empowered, and engaged to achieve our true potential. We offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

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Salary

£28,707 - £29,961 per annum (pay award pending). Starting salaries will normally be at the minimum rate depending on experience.

Hours

35 hours per week excluding a one-hour unpaid lunch break each day Monday to Friday.

Holidays

When you first join, you'll get 36.5 days holidays per year (including public and privilege holidays). After 5 years your annual leave will increase to 41.5 days.

Where you'll be based

You will be based at Modern One, 75 Belford Road, Edinburgh, EH4 3DT where free car parking is available on site. However, you'll work across all of our Galleries based in the heart of Edinburgh - the National, Portrait, and Modern (One and Two).

Pension

We are a [Civil Service Pension](#) employer. You get to choose if you want a defined benefit or stakeholder pension. The benefits of joining the scheme include [generous employer contributions](#) to your future pension, life assurance, and options to increase your pension. If you join the alpha Civil Service pension scheme our contribution will be 28.97% for this role.

Other benefits

Family friendly working policies, free or discounted entry to various visitor attractions, staff discount at our shops and cafés, Cycle to Work Scheme, wellbeing support and services including our Employee Assistance Programme.

The closing date for completed applications is 12 noon on Tuesday, 15 April 2025.

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