

JOB DESCRIPTION



Job Title: Paper Conservator

Division: Collections

Department/Section: Conservation

Pay band: 5

Reporting to: Senior Paper Conservator

Purpose of job

The post is based in the Paper, Book and Paintings Section of the Conservation Department. The work will include the assessment, examination and conservation of a wide range of paper-based objects including, for example, prints, drawings, watercolours, Indian miniatures, photographs, wallpapers and posters.

The post-holder will work mainly on projects relating to the Museum's Public Programme, which includes work for in-house displays and exhibitions; as well as loans and travelling exhibitions.

Main tasks

1. Carry out practical conservation including mounting of works of art on paper.
2. Assessment of objects to determine their condition and to produce treatment estimates.
3. Advise curatorial colleagues, other institutions and the public on conservation-related matters.
4. Document conservation assessment, treatment and technical examination of objects using Department systems.
5. Supervise students and interns where appropriate.
6. Carry out ad hoc duties and assist in day-to-day organisation and housekeeping in the studio.
7. Maintain an up-to-date knowledge of developments in the field of conservation.
8. Be committed to health and safety and ensure familiarity with all of the Museum's health and safety policies and procedures.

9. Be security conscious, ensure familiarity and co-operation with all museum security procedures and ensure you wear a security pass at all times when on museum premises.
10. Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and actively contributing to developments that support the museum's strategy for widening access, inclusion and diversity.
11. Carry out ad hoc duties as requested by appropriate managers within your department.

PERSON SPECIFICATION

Essential requirements

1. A recognised qualification in Paper Conservation and relevant experience of at least 2 years.
2. A good knowledge and understanding of the materials and techniques of works of art on paper.
3. The ability to manage work by organising tasks in an efficient and effective way - with minimal supervision - to produce work to appropriate standards whilst working to tight deadlines.
4. Good interpersonal and communication skills including the ability to give clear advice on conservation issues.
5. Good end-user IT skills including image processing and collection management database software.

Desirable requirements

1. Knowledge of the V&A's collections.
2. Knowledge of the Museum's strategic objectives.

OTHER INFORMATION

Hours/Salary

Net working hours (i.e. excluding meal breaks) are 36 per week.

The salary will be within V&A pay band 5 (£25,763 rising to £30,965 per annum). Future pay progression will be in accordance with the V&A's Pay Agreement(s). Normal level transfer and promotion rules will apply for internal candidates.

Annual Leave

28 days plus 8 days public holidays

Pension benefits

The Civil Service offers a choice of either an occupational pension or stakeholder pension, giving you the flexibility to choose a scheme that suits you best.

The 'Partnership' pension account is a stakeholder money purchase pension with an employer contribution based on age. Further details are available upon request or appointment.

Other benefits

Free entrance to all the major museums in London as well as many others.

An interest free season ticket or bicycle loan is available after three months.

Subject to the society's terms and conditions, V&A staff are entitled to membership of the Benenden Healthcare Society. Further information is available from HR or via their web-site on www.benenden-healthcare.org.uk

To apply

To apply online, please go to the V&A's website at www.vam.ac.uk/jobs

If you have any queries regarding the recruitment process, you can email us – hr@vam.ac.uk or telephone us on 020 7942 2937.

Interview expenses will not be paid unless there is a prior agreement.