|  |  |
| --- | --- |
| **Job Title** | Collections Care Conservator |
| **Reports to** | Director of Collections |
| **Responsible for** | Conservation Housekeeper |
|  |  |

**Job Purpose**

Through preventive care, conservation research and management of relevant projects, ensure the College Collections are maintained and accessible for teaching, academic study and public enjoyment. In collaboration with curators (keepers), undertake strategic planning for the Eton Collections care and conservation programme, in order to inform resource allocation and priorities. Support basic collections care needs and specific projects both across the College Collections and within individual archive/art/library/museum collections, providing advice and practical help to curatorial staff, and commissioning specialist treatments from external conservation practitioners.

|  |
| --- |
| **Key Tasks and Responsibilities**Preventive Conservation |
| * Provide collections care support and advice to keepers and other staff in individual archive/art/library/museum collections and throughout the College. This will include, for example, handling advice and training, collections-focused emergency planning, risk management, storage, and development of collections care policies and procedures;
* Implement preservation measures, as agreed with an individual keeper or the collection management sub-committee, and under the overall supervision of the line manager;
* Support the Conservation Housekeeper in work including environmental monitoring and integrated pest management, as well as cleaning of fragile collection objects, historic interior decoration, exhibition cases, exhibits and collection stores as necessary;
* Create and maintain records for collections care activities, condition of collection objects and storage/display environments in line with current best practices. Make recommendations as needed to relevant keepers and other stakeholders.

Management and Planning* Contribute to strategic planning for collections care and conservation at Eton, in collaboration with curatorial staff;
* Act as line manager for the Conservation Housekeeper. Provide training for the Conservation Housekeeper to enable that post-holder to offer support and deputise as appropriate for the Collections Care Conservator;
* Manage own time and workflow within projects and report regularly to line manager and relevant keeper(s). Plan and manage delegated projects and associated resources;
* Jointly with Security/Buildings Department, take responsibility for reviewing, revising and updating the College Collections disaster and salvage plans and coordinate and oversee regular drills.

Exhibitions* In collaboration with the Exhibitions Coordinator and/or the exhibition curator, research and advise on appropriate display conditions, object mounts, display cases, etc. to ensure the protection of Collections and/or borrowed objects during exhibition runs;
* Prepare condition reports for collection items for use in connection with outgoing and incoming exhibition loans and for other purposes as required;
* Advise on, and when necessary oversee and/or assist with, the installation and de-installation of Collections objects (and objects on loan) for special exhibitions and museum displays;
* Occasionally act as courier or provide training/advice to couriers for exhibition loans in and out.

Conservation Projects* For conservation projects agreed with the relevant keeper, research conservation issues, identify appropriate conservators, obtain estimates for conservation work and manage conservation projects undertaken by external specialist conservators;
* Liaise with keepers over conservation issues and facilitate discussions between external conservators and keepers;
* Assist with written updates on ongoing conservation projects, as required;
* Draft documents to explain or clarify conservation concerns, priorities or treatments as required.

Other* Promote and be part of a multidisciplinary dialogue about conservation of objects in use;
* Liaise with the Buildings Department and Historic Cleaning team as required;
* As required, assist with special events, such as the College’s ‘Fourth of June’ and ‘St Andrew’s Day’ open days and other occasions such as the Friends of Eton College Collections Open Day;
* Keep abreast of best practice in the preservation and conservation of cultural heritage collections;
* Any other duties as may be reasonably expected and which are commensurate with the level of the post;
 |

* Commitment and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2021 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

|  |
| --- |
| **Stakeholders** |
| The Collections Care Conservator will have the ability to work independently as well as part of a team. Key stakeholders include, but are not limited to:* The Collections Department
* The Buildings & Facilities Department
 |

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* Recognised degree or equivalent experience in conservation and collections care. Demonstrable understanding of conservation and collections care practice, principles and ethics in line with current best practices.
* Broad knowledge of materials found within mixed collections and techniques used in their conservation and preservation.
* Strong organisational and administrative skills, ability to work accurately with attention to detail, managing competing priorities and maintaining a clear dialogue with colleagues. Proven experience in managing workflow to deadlines.
* Strong communication and influencing skills, both written and oral, to develop effective working relationships with curatorial, conservation, technical and non-expert staff; also, to communicate to a wide variety of audiences.
* A flexible and collaborative team-working style, combining a ‘can do’ attitude with professionalism, respect for others, tact, discretion and fair judgement.
* High degree of IT literacy and use of collections management systems in a conservation and collections care context.
* Manual dexterity and ability to lift, climb ladders, work at height, use tools and equipment.
* Experience in training other staff in preventative conservation and/or object handling.

**Desirable:**

* ICON accreditation, or working towards professional accreditation;
* Experience of emergency planning for heritage collections;
* Experience of working with an open-display or working collection.

**Working Pattern**

* Your working hours will be 9am to 5pm, Monday - Friday with 1 hour for lunch.
* You will be working 52 weeks per year.
* You will be entitled to 21 days of holiday plus Statutory Bank Holidays.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.

**Background**

Eton College was founded by King Henry VI in 1440 for 70 King’s Scholars. In addition to the King’s Scholars housed in ‘College’, there are now 1,240 ‘Oppidan’ boys at the school in 24 other boarding houses. Eton’s academic results are good by any standard. The demand for places at the school remains very high notwithstanding the recent recession.

Eton is governed by a Provost, Vice-Provost and ten Fellows, many of whom are appointed by outside bodies such as the Universities of Oxford and Cambridge and the Royal Society. Uniquely, the Provost and Vice-Provost are resident in the College. Both take an important part in Eton’s collective leadership. The Head Master is the CEO; management responsibility is devolved to him.

There are 150 full time academic staff and 550 other permanent staff including domestic staff (in the boarding houses and in the central dining hall), technicians, grounds-men, administrative staff, security, cleaners and a large buildings department. There are also 100 part-time and temporary teachers, including visiting music teachers. The school and its immediate grounds and playing fields extend over 400 acres from the north end of Eton High Street to the M4 by Slough, bounded to the east by the Thames and to the west by a railway. There are some 400 school buildings, including staff accommodation; and a 2,000m rowing lake at Dorney. There is non-stop maintenance of buildings and grounds.

**College Collections**

The College Collections include art, artefacts, books, manuscripts and natural history specimens, ranging from the prehistoric to the present day. The quality and scope of the Collections are unique among schools, and they are of national and international significance. As part of a living institution, they play a role in the everyday life of the college, and they are used extensively in teaching. Today, the Collections are also open to the global research community and serve—through exhibitions, events, visits and educational programmes—as the first point of contact with the college for many schoolchildren, students, art lovers, history enthusiasts and specialists.

Henry VI’s original vision for Eton included **College Library**, which houses important collections of rare books and manuscripts. Alongside it is the **College Archives**, which serves as both guardian of the college’s institutional memory and its working administrative archive. School life, both historic and contemporary, is further represented in the **Museum of Eton Life**. The **Fine and Decorative Art** collections encompass paintings, drawings and prints, as well as sculpture, ceramics, silver, stained glass and furniture. Many of these works of art adorn Eton’s school rooms, residential areas and public spaces, and the College silve**r** is still used on the chapel altars and displayed at dinners on days of celebration. Two further collections are displayed in purpose-built museum spaces. The **Natural History Museum** organises thousands of specimens around themes including local wildlife, biodiversity, evolution and ecology. The **Museum of Antiquities** exhibits not only the fine collection of Egyptian artefacts at its core, but also many other remarkable objects covering a vast geographical and chronological frame.