

Job Description/Person Specification

For HR Use only:

Job number for CIP HR:

Job Title: Conservator: Masterplan

Reports to: Head of Preventive Conservation

Department: Collection Care

Grade: C4B

Term: Permanent

Main purpose of Job:

To lead in the care of the collection through preventive conservation measures and to lead in the coordination of conservation related activities supporting the Masterplan programme and associated critical projects. This is a crucial role involving working closely with Masterplan project teams and with various cross-departmental stakeholders. This role delivers through representation, planning, and cross-museum collaboration, and to proactively engage with outreach activities of the Conservation team.

Key Responsibilities [in order of priority]:

- To lead in the coordination of preventive conservation related activities relating to the Museum's Masterplan.
- To act as lead conservation liaison and member of the core project team for all relevant projects relating to the museum's Masterplan. Contributing to the delivery of upcoming Masterplan phases and providing preservation expertise, ensuring effective delivery to time and budget.
- To independently solve complex problems regarding complex projects, applying a high degree of expertise, judgement, innovation and adaptability.
- To coordinate workflow across relevant teams in the Collection Care Department to ensure project delivery.
- To work with the Collection Care and Conservation Senior Management Team reporting on project delivery progress and ensure continuous coordination of workflow.
- To provide expert advice and collaborate with colleagues and stakeholders, e.g., Masterplan project team, collections management, curatorial and other project staff, across the museum on conservation, preventive conservation and collection care related matters.
- Providing a point of continuous review to streamline and improve processes and procedures relating to the safeguarding of the collection.
- To lead on the long-term management and improvement of the collection environment monitoring system.
- To develop and prepare potential funding bids, tender documents, etc.
- To develop new preventive conservation measures as appropriate.
- To proactively engage with the department's outreach activities through public speaking and publishing.
- To act as an advocate for the Museum.
- To change the focus of work in line with museum priorities.

- Other duties as assigned.

What are the main work pressures and challenges?

- Working in a very busy rolling programme of capital project work and increased collection-based activity, whilst ensuring Business As Usual activity is impacted as little as possible
- The projects range in scope and require critical evaluation, problem-solving and technical collection care solutions
- Working on own initiative to resolve complex issues and progress initiatives relating to collection care, with a diverse stakeholder group
- Applying experience and creativity to develop new techniques
- The projects will involve multiple stakeholders whose needs and expectations will need to be recognised and taken into consideration in order to deliver the best possible project for the long-term benefit of the Museum and preservation of the collection.
- Working on issues outside own areas of expertise, for example participating in working groups for master planning.

Key Dimensions [eg number of staff directly managed, budget responsibilities, specific authority levels, types of decisions taken etc]:

- Planning, organising, and optimising own work and that of others
- Leading on major internal/museum wide projects in relation to collection and the Masterplan
- Contributing to the management of the department (e.g., project planning and provision of data to senior management)
- Coordinating work and taking responsibility for projects beyond own area of expertise, e.g., tailored staff training; gallery refurbishments and storage redevelopments
- Contributing to income generation e.g., working with Advancement for fundraising
- Offering mentoring and guidance to others
- Supervision of masterplan project conservators
- Supervision of work placements or visiting fellows
- Representing the department in cross Museum activities

What are the performance targets or standards?

- Delivery of agreed tasks/projects to the required standard, on time and to budget.
- Raise awareness and promote the work of the Conservation Team.

What changes are likely to occur in the next two years to this job?

The British Museum's masterplan for gallery redevelopment is in the early stages of planning the next phases of the long-term projects to transform the Museum. One project to replace the heating systems is moving to delivery phase in 2024, this impacts the whole of the Bloomsbury site.

Who are the main contacts of the jobholder and what are the relationships to these contacts [eg managing, influencing, advising]?

Line manager: advising, influencing

Head of Department: advising

Collection Projects & Resources, Capital Projects Department: advising, influencing, collaborating

Other colleagues: advising, collaborating

Development: liaison in relation to fundraising and stewardship of donors External stakeholders: collaboration, relationship management

Person specification

	Essential	Desirable
Education - levels & subjects	<ul style="list-style-type: none"> Recognised professional conservation qualification to degree level or equivalent, with emphasis on preventive conservation 	<ul style="list-style-type: none"> Post-graduate training in conservation leading to specialism relevant to the museum
Other qualifications		<ul style="list-style-type: none"> PACR accreditation or working towards PACR Management training Membership of relevant professional body
Specific technical/professional skills & experience	<ul style="list-style-type: none"> Demonstrable project experience Demonstrable practical preventive conservation skills Strong understanding of mechanisms involved in material deterioration <ul style="list-style-type: none"> Demonstrable knowledge of contemporary principles and practices in preventive conservation Experience of working on complex projects Experience with training/teaching delivery Understanding of conservation theory and ethical decision making Relevant knowledge of health and safety Good computing skills and proficiency with a range of IT systems 	<ul style="list-style-type: none"> Knowledge and understanding of conservation science and conservation treatments Involvement in Masterplan and Capital Projects Experience as a project supervisor Experience of developing and delivering relevant procedures and methodologies

Work experience, likely former jobs	<ul style="list-style-type: none"> • Considerable post qualification experience of working in the heritage sector (e.g., museum, gallery, library, archive sector) • Experience of devising preventive measures 	<ul style="list-style-type: none"> • Experience of working with a large collection
Specific managerial skills	<ul style="list-style-type: none"> • Excellent problem solving decision-making skills • Staff management experience • Ability to lead and motivate a team to deliver agreed outcomes • Able to multi-task while working under pressure • Experience of planning own work and team objectives to deliver set objectives on time and to budget • Able to work independently and in a team 	<ul style="list-style-type: none"> • and Some experience of project management
Specific interpersonal skills	<ul style="list-style-type: none"> • Open and effective communicator with good spoken and written English • Able to demonstrate collaborative team working and communication skills • Experience of communicating/presenting to audiences, both public and professional, in an engaging manner • Good demonstrable liaison, negotiating and influencing skills 	<ul style="list-style-type: none"> • Experience of communicating /presenting to audiences
Publications record (if appropriate)	<ul style="list-style-type: none"> • Evidence of writing skills or peer reviewed publication record in field of expertise 	<ul style="list-style-type: none"> • Major publications in peer reviewed journals or in book form

Prepared by: Head of Preventive Conservation

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