



NATIONAL PORTRAIT GALLERY

JOB DESCRIPTION

Job Title	Frames Conservator
Department	Conservation
Reports to	Frame Conservation Manager

Job Overview:

Reporting to the Frame Conservation Manager, this role is responsible for the care and conservation of the National Portrait Gallery's collection of historic frames in support of the Gallery's loans programme. The successful candidate will regularly undertake frame condition assessments and treatment recommendations, completing treatments as required to ensure safe display, transit and storage of framed collection works. Working within a busy environment alongside a dedicated multi-disciplinary team of conservators, this role will also support other programmes including: displays; exhibitions; preventive conservation; storage as well as exceptional projects.

Key Accountabilities

- Lead frame conservator for the loans programme, undertaking condition assessments, treatment recommendations, undertaking treatments when necessary, managing workflow and maintaining conservation documentation.
- Providing Frame Conservation support to exhibition installations and de-installations, undertaking condition checks, providing condition assessments and treatment recommendations and undertaking conservation documentation.
- Supporting the displays programme as and when required.
- Providing frame conservation guidance and advice to the Curatorial and Exhibitions & Collections staff as and when necessary.
- Undertaking high level conservation treatments and research.
- Undertaking structural conservation treatments, including glazing and build-ups.
- Assisting in the delivery of exceptional projects.
- Supporting the Frame Conservation Manager and frame conservation team in the day to day studio management and operations.
- Supporting the Preventative Conservation programme.
- Assisting with studio maintenance and ordering of Frame Conservation Studio materials.
- Maintaining and following applicable Control of Substances Hazardous to Health (COSHH) guidelines and risk assessments.
- Acting as mentor for volunteers, conservation studio placements and interns.
- Issuing movement forms in line with the Gallery's collections management policies
- Promoting sustainable working practices and reducing the environmental impact of the Gallery's operations in line with its Sustainability Statement.

The post holder will be expected to demonstrate relevant knowledge and experience in relation to these aspects of the role.



NATIONAL PORTRAIT GALLERY

This job description is indicative but not exhaustive. As such, in addition to the key accountabilities and responsibilities listed the post holder may be required to perform other duties commensurate with the scope and/or level of the role.

Education and skills

Education

- Educated to degree level with a recognised post-graduate qualification in the conservation of frames or equivalent training/experience
- Proven Gallery/Museum experience in the conservation of frames, working with displays and collections

Skills and Attributes

- Ability to work independently as well as collaboratively with colleagues within Conservation department and across the Gallery.
- Demonstrates passion and approaches all work in an enthusiastic way.
- Good written skills, with the capacity to produce clear and accurate documentation
- Able to demonstrate strong and effective communication and interpersonal skills.
- Excellent organisational and planning skills in order to prioritise projects to meet agreed timelines
- Demonstrable analytical and problem solving skills.
- The ability to work effectively as part of a team within the conservation studio or off-site
- Good working knowledge of word processing and IT packages, including Microsoft Word, Excel and Outlook
- Good working knowledge of digital photography and image management database
- Good working knowledge and application of COSHH and Health & Safety guidelines

Other

- A strong commitment to equality and diversity with the ability to balance differing needs.
- Keen interest in the mission and purpose of the National Portrait Gallery and building its relevance for contemporary audiences, and in the long-term success and the development of the Gallery.
- The post is subject to a Basic Disclosure Barring Service (DBS) check.
- An interest and commitment to the work of the National Portrait Gallery
- An interest in portraits and portraiture

Decision Making



NATIONAL PORTRAIT GALLERY

The Conservator will work collaboratively with Conservation colleagues and the wider Curatorial, Collections and Exhibitions teams on a day to day basis to make judgements on best practice and actions. Independent decision-making is expected in order to efficiently prioritise workload.

Problem Solving

Problem solving is a key part of a Conservators role. Problems may vary in complexity, these will largely be resolved through a sound understanding of frames and their conservation while drawing upon agreed policies and procedures. This role will be expected to collaboratively work with colleagues to problem solve and achieve positive outcomes.

Relationships

The position will work collaboratively with the Conservation team across disciplines including casual contract and freelance staff. The role also works closely with colleagues from across the Gallery including Collections Registrars, Art Handling, Loans Registrars, Exhibitions and Curatorial teams as well as the Archive and Library. Good communication with external stakeholders is essential, such as employees from borrowing institutions, couriers and regular suppliers.

Work Environment

This role will primarily be based in the onsite Frame Conservation Studio, and Paper and Paintings Studios, but projects will also be undertaken at offsite storage facilities, as well as visits to long term loan venues. This role will also be expected to undertake courier assignments as required – this may involve national and international travel.