



BATH PRESERVATION TRUST

Job Description

Post:	Museum Conservation Assistant
Terms:	Part-time 15 hours across the week (to include some weekend working) Salary £6,600 (Full time equivalent £15,400)
Location:	No.1 Royal Crescent
Reporting to:	No.1 Royal Crescent Museum Manager
Purpose of role:	To assist in the care of rooms, collections and areas of the historic house museum open to visitors as directed by the Museum Manager.

The main activities of the role are described below. This is not intended to be an exhaustive list of duties but a guide to the main priorities. The post holder may be required to undertake other duties and responsibilities compatible with the overall scope of the post. They are expected to use their judgement about priorities within the overall purpose of the role.

Key responsibilities

Conservation Cleaning

- Carry out and lead on the conservation cleaning programme and general housekeeping as devised and directed by the Museum Manager in all areas of the house
- Clean each room from top to bottom treating each object individually; dusting, cleaning or polishing
- Undertake the conservation cleaning and dust protection of items of furniture, ceramics, metalwork, carpets and tapestries as directed by the Museum Manager
- Prepare the house for opening to the public. Daily, together with other staff, vacuum all the floor areas used by the public and dust all surfaces as necessary to maintain a well-cared-for appearance to the dressed spaces. Carry out tasks necessary for the well-being and appearance of the house, such as keeping areas free of debris and sweeping some outdoor areas
- Train and supervise the team of conservation volunteers in the daily, monthly and annual clean of the house and collection
- Assist in preventative conservation measures including the annual programme of deep cleaning
- Engage with visitors about the conservation of the house and collection and explain practices and techniques as required
- Ensure that all cleaning materials and equipment are properly maintained and stored.

Monitoring

- Take an active role in monitoring the condition of all items and report immediately any signs of deterioration
- Assist the Museum Manager and Curatorial team with environmental monitoring including pest management and monitoring of humidity and light levels by carrying out weekly light, relative humidity and temperature checks and carrying out monthly pest checks. Assist the museum team in treating any infestations.

General

- Attend staff meetings as required
- Liaise with all BPT Museum staff as required
- Alarms/Security (key-holder)/Health and safety with the support of Museum Manager, Museum Administrator and the Facilities Manager

Person specification

Essential

- Interest in and willingness to learn conservation practice and principles
- Strong planning and organisation skills
- Good communication, interpersonal and team skills
- Ability to work at pace and be decisive, self-motivated and able to prioritise work and activity as required
- A good eye for detail

Desirable

- Knowledge of 18th century decorative arts and/or social history
- Demonstrable experience of best practice in handling museum collections (full training will be given)
- Demonstrable experience of best practice in conservation monitoring and recording (full training will be given)
- Experience of working with volunteers

Other

- This role involves some physical elements including movement of museum objects, archives and display materials. The layout of the museum requires working over several flights of stairs.
- This role also involves some working at height using ladders, and working in cold and dusty conditions.
- Some weekend working will be required
- Some lone working will be required