

Job Description

Job Title: Conservator

Location: Cambridgeshire Archives, The Dock, Ely CB7 4GS

Overall purpose of the job

Cambridgeshire Archives is looking for a new Conservator to be based at our premises in Ely. The post holder will be the only conservation professional employed by the service and will be required to personally undertake skilled, conservation, cleaning, repair and packaging work. They will also train and advise other archive staff and volunteers on best practice techniques.

With a careful, methodical and tidy approach to work, the post holder will need a positive attitude to working with the public and volunteers, along with the ability to take the initiative and organise their own workload.

The Archive Service operates two offices, at Huntingdon and Ely. The post is based at Ely but will require occasional travel to Huntingdon.

Main accountabilities

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1.	Set standards for the preservation and conservation of paper based, photographic and bound records in the care of the service, developing strategies to ensure their long term preservation and reviewing those strategies regularly in line with advances in professional knowledge and techniques.
2.	Work with other archive staff to identify records in need of intervention and take steps to clean, dry, repair or repackage those items as necessary to ensure their long term survival, keeping accurate and up to date records of all work carried out.
3.	Promote the work of the Archives Service by taking an active role in public engagement, writing posts for social media, carrying out live demonstrations to visiting groups and providing materials and services for exhibitions and displays.
4.	Manage the physical environment in which records are kept, use Building Management Systems and Tiny Tag data loggers to monitor conditions and carry out any strategies needed to improve conditions and meet agreed standards for the storage of archives.
5.	Take responsibility for packaging standards and work towards their improvement, advise staff on best practice and construct bespoke folders and boxes for individual items upon request.
6.	Maintain an up to date Disaster Plan for Cambridgeshire and Huntingdonshire Archives, train staff in its application and, in the event of a disaster situation, act as the technical lead.

7.	Identify materials and equipment required to carry out preservation and conservation work and maintain stock levels, reordering when necessary and ensuring that resources are managed mindfully and to an agreed budget.
8.	Manage the schedule, workload and output of conservation volunteers to ensure their work is appropriate to their skill level and beneficial to the wider service.
9.	Liaise with the owners of privately owned records, carrying out repairs upon request and generating income for the service
10.	Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Person Specification

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Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications	Essential/ Desirable
A professional qualification in Conservation recognised by Icon, ARA or equivalent (Applications from those who are working towards but have not yet completed a relevant professional course will be considered).	Essential
A professional qualification in Conservation recognised by ICON, ARA or equivalent, with specific reference to paper and archive conservation. (Applications from those who are working towards but have not yet completed a relevant professional course will be considered).	Desirable
GCSEs or equivalent in 5 subjects including (essential) English, Maths and (desirable) Science	Essential
Accreditation by Icon, ARA or equivalent recognised professional body	Desirable

Minimum levels of knowledge, skills and experience required for this job

Knowledge	Essential/ Desirable
Detailed knowledge of preventative conservation work, particularly in relation to books, paper, parchment, photographs and related materials	Essential
Knowledge of the relevant national standards for the preservation and storage of archive collections	Essential
An understanding of the causes of damage to documents and how to avoid these	Essential
Knowledge of standard Microsoft ICT packages including Word, Excel and PowerPoint	Essential
Understanding of mould treatment and prevention	Desirable
A working familiarity with the Axiell Calm database	Desirable
Skills	

Manual dexterity and a careful, methodical and analytical approach to practical work	Essential
Ability to produce bespoke packaging boxes and folders for a wide range of records including maps, glass plates, seals and large volumes	Essential
Good written, verbal and inter-personal communication and presentation skills	Essential
Ability to organise own workload, to work independently and make professional judgements without the oversight or expertise of another on-site conservator	Essential
Very high levels of accuracy and attention to detail	Essential
Ability to carry moderate weights as required (archive boxes are up to 10 kg)	Essential
Ability to travel within the county	Desirable
Experience	
Practical experience in an archive conservation setting and of carrying out cleaning, repair and repackaging of archive collections	Essential
Experience of working with the public and volunteers	Desirable
Experience of outreach work including giving talks and presentations and preparing documents for exhibition	Desirable
Equal opportunities	
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential

Disclosure level

What disclosure level is required for this post?	None
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