

JOB DESCRIPTION

Vacancy reference:	SRF40919
Post Title:	Paper Conservator
Grade:	Grade 5
School/Department:	UMASCS
Reports to:	UMASCS Collections Care Manager
Responsible for:	

Purpose

The Paper Conservator will undertake conservation on the archive, art and library collections held by University Museums and Special Collections Services. They will provide conservation advice, monitor collections and help prepare materials for research use, display and exhibitions.

Main duties and responsibilities

- Undertake paper and related materials conservation to recognised standards as required to ensure the long-term care and to meet requirements for exhibitions, access, display, and loans to external organisations.
- Provide expert advice and contribute to the development of UMASCS collections management plans and policies and for implementing procedures for relevant paper collections and materials
- Undertake collection assessments
- Undertake collections management tasks including, environmental monitoring and preparation and analysis of data relevant data for storage, display, access and loans purposes
- Contribute to the development and delivery of pest management procedures, including training staff
- Maintain collections management and treatment records for relevant paper collections and materials
- Contribute to the development and implementation of integrated pest management strategy and procedures
- Contribute to Health & Safety compliance and carry out risk assessments for conservation procedures as necessary.
- Support the delivery of teaching and learning in relation to paper conservation and collections management
- Develop continual improvements to the standards of storage of Special Collections material, assessing requirements, proposing current solutions and implementing agreed objectives
- Contribute to relevant projects and initiatives as required
- Contribute to UMASCS Major Incident, Health and Safety and Business Continuity Planning for pare and related collections material in the event of a disaster.
- Provide handling training for staff, placements and volunteers in handling and in relevant practices and procedures of paper conservation, including artworks, books and archives

- Supervise volunteers in undertaking relevant practices and procedures of paper conservation, including artworks, books and archives
- Undertake any other duties deemed necessary by the Director of UMASCS

Supervision received

The postholder will receive supervision and allocation of workload from UMASCS colleagues, including the Head of Archive Services, Principal Archivist, Curator of the University Art Collection, UMASCS Librarian and Head of Learning and Engagement

Supervision given

Volunteers and placements from time to time

Contact

UMASCS staff and other University staff, including volunteers.

Terms and conditions

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: January 2022 - KAF

PERSON SPECIFICATION

Job Title	School/Department
Paper Conservator	UMASCS

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Ability to demonstrate professional judgment in assessing conservation requirements and implementing conservation treatments to paper-based collections • Ability to communicate to a wide range of colleagues, students, volunteers and the public • Ability to prioritise and manage a varied workload effectively • Excellent oral and written communication skills • Good team working skills • IT skills – competence in MS Office, use of databases, internet, email 	
Attainment	<ul style="list-style-type: none"> • A postgraduate degree or equivalent postgraduate qualification in Conservation (Paper) • Formal education to degree level in a relevant area 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of current conservation best practice in paper conservation 	<ul style="list-style-type: none"> • Knowledge of rare books, archives and works of art on paper relevant to the University

		<p>of Reading museums and collections</p> <ul style="list-style-type: none"> • Knowledge of relevant standards for care and management of collections across museums, archives and libraires
Relevant Experience	<ul style="list-style-type: none"> • Demonstrable relevant experience working in a museum, research library or archive institution • Delivery of conservation projects through to completion • sound professional judgment in the application of conservation treatments to historic works of value 	<ul style="list-style-type: none"> • Experience of training and supervising volunteers and other non-specialists in conservation practices • Experience of and providing learning support or teaching
Disposition	<ul style="list-style-type: none"> • Approachable, calm and friendly disposition • Accurate and attentive to detail • Practical approach to problem solving • Able to prioritise tasks and self-manage time effectively 	
Other	<ul style="list-style-type: none"> • Ability to cope with the physical demands of the work (e.g. manual handling) 	

Completed by: Kate Arnold-Forster	Date: January 2022
-----------------------------------	--------------------