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| Description: Description: cid:_com_android_email_attachmentprovider_1_4837_RAW@sec.galaxytab | **Job Description** | April 2024 |

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| **Role:** Collection Care Assistant | **Region / Department: North East** |
| **Reports to:** Visitor Services Manager – Haddo House, with a dotted line to the regional conservator | **Pay Band:** Grade 2 Upper, £25,483 - £26,907 pro-rata, per annum |
| **Location:** Haddo House | **Type of Contract:** Permanent, full-time 5/7 rotation |
| **PVG required?** No | **Driving License required?**  Yes |
| **Cost Centre: 3HAH** | **Activity Code: PMZ** |

**JOB PURPOSE**

The collections and interiors held by the National Trust for Scotland are historically significant and an intrinsic part of the visitor experience at many properties and for many members.

The Collections Care Assistant is an exciting role, and the post-holder will be responsible for ensuring the highest standards of collections care, preventive conservation, documentation, access and engagement for the collections & historic interiors at Haddo House.

Designed in 1732 by William Adam, Haddo House underwent an opulent remodelling in the 1880s. As a result, it has the clean elegance and swooping lines of the Georgian style with a luxurious Victorian interior and is home to an extensive and varied collection.

Working as part of a multi-disciplinary team, they will ensure the property remain well presented, well cared for, well protected, well documented, engaging and relevant for the benefit and enjoyment of everyone.

**KEY RESPONSIBILITIES**

* Conduct Integrated Pest Management checks; monitor & maintain the Environmental Monitoring & Control Systems; create, manage & develop Housekeeping Plan, conduct collections handling training and install and improve collections protection; proactively action reported recommendations for treatments and improvements.
* Work closely with the Regional Conservator to improve and develop the collections care and preventive conservation practices & processes, assist in remedial conservation planning and conduct conservation cleaning as required; improve storage & access to collections and archives.
* Assist the Regional Conservator in property wide projects, supervise contractors / film crews on site, ensure the collections and interiors remain protected & cared for during building, filming and other events that impact on the collections, as required.
* Assist with the recruitment, training, and coordination of the Volunteers (Collections Care) to plan, deliver, maintain, and conduct the conservation cleaning and care of the collections, the historic interiors and other collections spaces to a high standard.
* Use of Trust systems to monitor the condition, security and location of the collections and interiors to ensuring any damage, deterioration or threats to the collections are promptly reported and mitigated; assist with object loans, acquisitions, and disposals: administration of collection enquires.
* Work closely with the relevant property staff to achieve the collections objectives ensuring clear channels of communications are maintained at all times.
* Work closely with the Regional Curator to assist with the research, exhibition, presentation, and interpretation of collections and interiors.
* Work closely with the Collections Management team, to ensure that the Trust’s object movement and location procedures are maintained, updated, and adhered to so that location inventory information remains accurate.
* Purchase, manage and improve conservation / collections care supplies in agreement with budget holders and in consultation with relevant property staff and the Regional Conservator.
* Assist the property staff to deliver training associated with the property Collections Incident Response Plans and to ensure these plans are kept up to date.
* Develop knowledge and understanding of the collections and be a passionate advocate for widening access and engaging visitors.
* Support the wider property duty management team with the day to day running of the property, including occasional duty management shifts.

**REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE**

**Qualifications**

**Essential**

* Excellent attention to detail
* Excellent communication skills
* Demonstrable knowledge and delivery of collections care, preventative conservation and collections management practices across a range of materials in a historic house or museum.
* Experience of supervising, training and coaching staff and volunteers and managing rotas
* Excellent organisational, administrative and time-management skills with the ability to prioritise and re-prioritise workloads to meet changing demands.
* The ability to think and act quickly in challenging circumstances.
* The ability to work on-site at height and to undertake physical work including climbing stairs, lifting and carrying objects and equipment
* Competent user of Microsoft Office software
* Full UK driving licence.

**Desirable**

* A degree in a relevant subject or equivalent relevant experience
* A demonstrable understanding of the National Trust for Scotland
* Experience of working with a collections management database and other collections documentation
* Experience of recruiting, and managing staff and volunteers and managing rotas
* Excellent customer care skills in an historic house or museum context
* Experience of using social media in a workplace context

**The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.**

**Applications**

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Services Department (Applications) by email via [workforus@nts.org.uk](mailto:workforus@nts.org.uk), by Sunday 19th May 2024

Please ensure your CV includes your full name and contact details, the CV file sent to us should be titled your first initial and surname. When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Gardener - Culzean"