

Assistant Frame Conservator - 6 month fixed term contract



Royal Museums Greenwich

Purpose

To assist the Museum's frame conservators with the conservation and preservation of the National Maritime Museum's collection of historic frames and make bespoke frames when required.

Responsibilities

- Carry out structural treatment to weak or damaged frames, including fitting build-ups, backboards, slips, and glazing.
- Make new frames as required
- Treat and conserve carved and gilded frames, of moulded composition frames and veneered and polished wood frames to support the Museum's public programme to agreed times, deadlines and standards
- Maintain accurate conservation records and documentation including photography using the Museum's electronic collections management database (Mimsy XG).
- Assist with the maintenance of the frame conservation workshop including ensuring the workshop and machinery comply with all health and safety legislation needed for this area.
- The above mentioned tasks are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Museum within the competence of the post holder.

Skills and experience

Essential

- Qualification in conservation in an appropriate field or equivalent experience of conserving frames.
- Experience of glazing and building up frames.
- Demonstrable experience of using woodworking machinery as well as specialised hand tools.
- Have a flexible approach to work and be able to work under pressure meeting tight deadlines.
- Able to work either in a team or on your own initiative.
- Good communication skills.
- Computer literate with knowledge of Word, Excel, Outlook and electronic collections management database (preferable Mimsy XG)
- Some work will be carried out at high level and some heavy lifting will be required.

Terms and Conditions:

The post holder will work a 41 hour week, core hours Monday to Friday 8.00am to 4.00pm with an additional hour to be worked in agreement with line management.

Closing date: 29 May 2013.

Interview date: 31 May 2013.

To apply please email a CV and covering letter to recruitment@rmg.co.uk or post to Human Resources, National Maritime Museum, Park Row, Greenwich, London, SE10 9NF

Please also take the time to complete an equal opportunities monitoring form.

We regret we are unable to reply to every applicant. If you do not hear from us within three weeks of the closing date please assume you have not been shortlisted.

The Museum holds the 'two ticks' disability symbol and will guarantee an interview to disabled candidates who meet the essential criteria. Please indicate clearly in your covering letter if you wish to be considered under this scheme.

Location:	Greenwich
Category:	Conservation
Duration:	
Type of Contract:	Contract

Hours:
added: May 21, 2013

Full Time
deadline: May 29, 2013

More information: <http://www.rmg.co.uk/jobs>