

Conservation Manager (maternity cover)



Imperial War Museums

Working within the Care and Conservation Team, the purpose of the job is to plan and manage programmes to conserve collection material at all of the Museum's five sites or at loan venues. This will include overseeing external conservation contracts, and managing a team of six in-house conservators and conservation technicians.

This post will also be responsible for one of the key conservation workflow strands in support of IWM's regeneration project to redevelop the IWM London galleries, from 2011-2014 and beyond. This role will include the recruitment and line management of additional contract staff to deliver the project.

The post will be based at IWM's Lambeth Road branch, but will occasionally be required to work at all branches as required.

Your duties

1. To manage the conservation team to deliver condition reporting / treatment of Museum objects and loans in support of the temporary exhibition program through liaison with exhibition, care and curatorial staff.
2. To manager and support the IWM Regeneration project and deliver Conservation workflows in support of gallery redevelopment (in this period ensuring the preparation of 350+ objects per quarter through the team).
3. Through liaison with the registrar, loan co-ordinators and collecting departments, to manage the conservation team to deliver the condition reporting, conservation and packing for transport of objects for temporary loan and long term loans.
4. To develop and deliver the On The Case condition checking project for collections on permanent display at Duxford and Churchill War Rooms.
5. To ensure that work is undertaken in line with IWM procedures standard and service is delivered in line with project timescales.
6. To specify, procure and oversee delivery of contractor and external conservation as required (including support to the recant of collections between September 2013 and March 2014 and providing quality assurance to external conservators and contractors providing object mounts, mannequins etc. for Regeneration galleries).
7. To actively formulate and contribute to business planning through delivery of care contribution in line with business planning timescale .
8. To assist in the development of long-term strategies to conserve the Collection, focussing on mixed media.
9. To plan and deliver projects to conserve collection material on display and improve the display conditions in the galleries, using the Museum's project management methodology.
10. To manage budgets for equipment, materials and expenses.
11. To manage and oversee the Conservation laboratory and conservation and care workspaces.
12. To manage project budgets.
13. To oversee Health and Safety requirements, such as COSHH.
14. To manage work load and work flow to conserve, photograph and/or generate facsimiles for items currently on display, in line with written policies and procedures and best practice standards.
15. To liaise with other key museum departments such as, exhibitions departments and Front of House staff to manage the impact of gallery refurbishment on users.
16. To oversee the creation of appropriate conservation documentation.
17. To undertake occasional interventive conservation (no more than 20%).
18. To agree new display and support methods with staff responsible for exhibitions at all branches.

19. Health & Safety Training

Training standard required – E-Learning IOSH Managing Safely (those with Staff responsibility)

- Ensure all Staff and Volunteers are inducted in department procedures and have an awareness of their task risk assessments, provide training skills to support safe working practices for the safety of themselves and others including members of the public by ensuring all plant and equipment is safe in use and that arrangements are made with FM to rectify/repair any damaged/dangerous plant or equipment and any safety issues raised, must be noted and action taken at the

time reported

- Carry out all necessary risk assessments for all tasks, investigate accidents and near-miss incidents to produce "post accident or near-miss risk assessments".
- Daily check of the work area to ensure housekeeping standards are maintained the interests of health & safety

20. Information Security, Data Protection and Health & Safety

Staff must be aware of and abide by IWM's information security, data protection and health and safety policies regarding the handling of all sensitive and personal data.

21. Other

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. This information may be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

Location:	IWM London
Category:	Conservation
Duration:	
Type of Contract:	Contract
Hours:	Full Time
added: June 13, 2013	deadline: July 12, 2013

More information: <http://www.iwm.org.uk/>