



Job description

Job title	Assistant Conservator: Paper and Photographs
Department	Conservation
Contract	Permanent
Salary	£26,959 per annum
Hours	36 hours per week
Location	London
Reporting to	Paper Conservator

About the role

The Assistant Paper Conservator provides specialist knowledge on the care and conservation of works of art on paper and photographs. Day-to-day, you will undertake condition assessments, conservation treatment, mounting and framing, and find display, and storage solutions for acquisitions, displays and exhibitions with support from the Paper and Photograph Conservation team. You'll also be an advocate for conservation at Tate, engaging specialist and non-specialist audiences.

About your team

The Paper and Photographs Conservation team treat a broad range of artworks and enjoy being creative, pragmatic, testing out new ideas, providing solutions, and collaborating with colleagues. They work across all programme areas from Loans-out, Acquisitions, Exhibitions & Displays and Library & Archive.

The Conservation department provides specialist conservation services to support the programme and care for Tate's Collection, and sits within the Collection Care division. Specialist areas include Time-based media, Paintings, Frames and Workshop, Sculpture and Installation Art, Paper and Photographs, Conservation Science and Preventive Conservation.

The department is led by the Head of Conservation - together, the department brings excellence and innovation to the care of Tate's Collection, preventing damage and deterioration and ensuring that the Collection is available for future generations to enjoy.

What will you do

Technical Examination, Research, Treatment and Documentation of Works of Art on Paper

- Assess and analyse the structure and condition of works of art.
- Apply conservation procedures to formulate treatments ensuring high standards of preservation, supported by the conservation team.
- Undertake treatment and document works of art on paper in Tate's collection and care.
- Investigate artists' techniques, fabrication methods and conservation strategies with guidance from the conservation team.
- Create and update records for Tate's collection management system (TMS) and Conservation Records.

Collections Care and Preventive Conservation Activity

- Liaise with Conservators, Registrars, Conservation Technicians and Art Handling Technicians to ensure works are safely packed and installed.
- Active involvement in the design, development and implementation of long-term collection care procedures, including packing, transport, storage, display and installation, in collaboration with the conservation team.
- Undertake preventive conservation such as environmental monitoring, integrated pest management and events management.
- Support studio activity and implement Health & Safety measures.

Support for Tate's Programmes

- Participate in Tate wide teams, providing advice and guidance on the care and use of the collection for acquisitions, exhibitions, displays and loans out.
- Provide accurate time and cost estimates for your activities.
- Co-ordinate own workload and deliver conservation input on time and within budget.
- Provide display specifications and recommendations for safe transport, handling, and installation of works of art for Tate sites and loans programmes, with guidance from the conservation team.
- Undertake courier activity, including training, to oversee transport and installation of artworks at Tate and non-Tate sites.
- Undertake condition checks, treatment and associated activity in support of programmes.
- Devise maintenance schedules for works in the collection; monitor and undertake maintenance duties.

Management, Supervision and Training

- Act as a mentor to interns supporting the development of professional expertise within the Conservation department.
- Contribute to programmes of training and development for Tate colleagues, interns and others.

Public and Professional Activities

- Keep up to date on current thinking and best practice within specialist conservation area through Continuing Professional Development.
- Share knowledge and expertise within the Conservation department.
- Liaise with external colleagues to ensure Tate is at the forefront of setting international standards for the conservation profession and collections care.
- Contribute to raising the national and international profile of conservation at Tate through public and academic engagement.
- Support learning activities and initiatives; contribute to lectures, tours, and publications.

What you will bring to the team

- Professional qualification in conservation of works of art on paper or equivalent experience.
- Experience carrying out condition assessments, treatment estimates and documentation.
- Proven experience treating works of art on paper, to a high standard with full consideration of practical and ethical issues.
- Demonstrable analytical and problem-solving skills when conservation challenges arise.
- Understanding of the long-term care issues in your specialist area and ability to provide advice.
- Experience providing advice for framing and storage of works of art.

- Effective communication skills, with the ability to advocate for conservation.
- Demonstrable organisational, time-management and planning skills with the ability to work well under pressure and prioritise workload to meet deadlines.
- Ability to work effectively within a large and complex organisation, as part of a team or alone.
- Good end-user IT skills, including image processing and database software.
- An understanding of diversity and inclusion and the ability to apply these in practice at work.
- Interest in and commitment to the work of Tate.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our website.

Benefits

- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

How to apply

Our opportunities are open for you to apply online. Please visit:

www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **4 July 2021 by midnight**.

