



## **Job description**

<b>Job title:</b>	Paper Conservator
<b>Department:</b>	Conservation
<b>Contract:</b>	Fixed Term 6 months
<b>Salary:</b>	£33,106 per annum
<b>Hours:</b>	36 hours per week
<b>Location:</b>	London
<b>Reporting to:</b>	Conservation Manager Paper and Photographs

## **About the role**

The Paper Conservator provides expertise for the Storage and Operations Project; optimising storage, and access to works of art. Day-to-day, you will undertake condition assessments and conservation treatment, reviewing and implementing storage solutions for art on paper and photographs. You'll work closely with the Senior Conservation Technician for Paper and Photographs to track, document, and advise on mounting, framing, and packing for display and storage, across multiple Tate sites, and alongside colleagues from the Collection Care division.

## **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 Tate's programme areas from Loans-out, Acquisitions, Exhibitions & Displays to 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 you will do**

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

- Assess and analyse the structure and condition of works of art, using a full range of specialist techniques.
- Apply conservation procedures to formulate treatments ensuring high standards of preservation and presentation; use innovative solutions to solve complex problems and to develop treatments.
- Undertake treatment and document works of art on paper in Tate's collection and care.
- Investigate artists' techniques and fabrication methods.
- 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. Create case specifications and design specialist storage.
- Active involvement in the design, development, and implementation of long-term collection care procedures, including packing, transport, storage, display, and installation.
- 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**

- Contribute to the Storage and Operations project team, provide advice and recommendations on all aspects of care and use of the collection.
- Provide accurate time and cost estimates for your activities.
- Co-ordinate projects and organise/deliver conservation input on time and within budget.
- Provide recommendations for safe transport, handling, installation, and display of works of art for Tate sites and loans programmes, advise staff as required.
- Undertake condition checks, treatment and associated activity for the Storage and Operations project.

### **Management, Supervision and Training**

- Provide support to staff, creating an inclusive environment which enables everyone to thrive at work.
- Act as a mentor to interns and colleagues supporting and developing professional expertise within the Conservation department.
- Contribute to programmes of training and development for Tate staff, interns, specialist and non-specialist audiences, advocating for conservation.
- Supervise agreed project teams; plan and supervise the work.

### **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 and Tate wide.
- 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, time estimates, conservation treatment and documentation.
- Experience and understanding of a broad range of conservation procedures to formulate appropriate treatments.
- Proven experience treating a wide range of works of art on paper, including photography, to a high standard with full consideration of practical and ethical issues.
- Demonstrable analytical and problem-solving skills where complex conservation challenges arise.

- Understanding of the long-term care issues in your specialist area and ability to provide expert advice.
- Proven experience providing advice for framing, storage, transport, installation of works of art in your specialist area.
- Effective interpersonal and communication skills, with the ability to collaborate and create networks internally and externally.
- 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, database software and an awareness of digital preservation methods for the reproduction of Paper and Photographs.
- 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/](http://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**.

