

Role: Collections Care Assistant	Business Function: Heritage South & West
Reports to: Visitor Services Supervisor	Pay Band/Starting Salary: Grade 2 Lower - £12.60 Per Hour, £26,208 pro-rata, per annum
Location: The Hill House, Helensburgh, Argyll & Bute	Type of Contract: Fixed-Term Until October 2025, 25 Hours Per Week. Start date to be confirmed.
Terms and conditions <i>The post is subject to the standard terms and conditions provided with the application pack.</i>	

Purpose of the Role

The Hill House is considered to be Charles Rennie Mackintosh finest designed domestic residence, and this role is responsible for maintaining the conservation cleaning and some basic collections care of the nationally significant collections and historic Interiors. Working both independently, and as part of the wider team this role requires a careful, thorough and dedicated person to undertake best practice standards of collections care and conservation cleaning throughout the house and based on the operational needs of the property and its collections.

Key Responsibilities

- Best-practice conservation cleaning of the collections (furniture, silver, ceramics, glass, works of art, textiles, carpets, books etc.), using property-specific cleaning plans and approved and recommended methods, handling, materials and equipment.
- Conducting the daily, weekly, monthly and annual conservation cleaning of the collections and interiors throughout the house including areas on and off the visitor route & collection storage areas, ensuring the property is well presented at all times.
- Assisting the property teams to hold functions and events, assisting with set-up and take down, and cleaning prior to and after an event.
- Monitoring the condition of the collections, both through routine, informal checking and formal record keeping, reporting any concerns, damage or loss to the Regional Conservator and the Collections Services Team.
- Accessing the Trusts Collections Management Database, Axiell, to obtain information about the collections as and when required.
- Assisting with collection moves, decants and re-installations and exhibitions as required, and assisting with the appropriate required documentation.
- Contributing to the NTS Integrated Pest Management strategy & assisting with required treatments.
- Ensuring sufficient stocks of conservation materials are maintained, organised and audited regularly, working with property budget holders to purchase supplies and replacements.
- Assisting the wider team to promote the property and collections using social media and in-house activities and events
- Undertaking in-house and external training as appropriate to ensure the highest level of conservation cleaning and collections care is adhered to at the property.

The current duties of this job do not require a criminal records (Disclosure Scotland) check to be carried out.

Scope of Role

People Management

- ♦ Not a line manager but may give direction and support to collection care volunteers as required. Will also work closely with other property colleagues, and will have interaction with other technical/specialist advisory colleagues based in other locations and departments.

Finance Management

- ♦ Not a budget-holder.

Tools/equipment

- ♦ Will be regular user of cleaning materials and tools
- ♦ Will be user of ladders scaffold and other access equipment as required.
- ♦ Will be required to access the Trusts Collections Management Database and use some Microsoft applications

REQUIRED SKILLS, EXPERIENCE & KNOWLEDGE

The above outlines the key skills the post-holder will need to possess and exercise. In addition, either knowledge of or experience in the following is required:

Essential

- Personal commitment to high standards of conservation cleaning, and be self-motivated
- Attention to detail with an eye for condition, presentation, and finish.
- Previous housekeeping/Collections Care and training in a Historic House, Museum, etc.
- Previous experience and training in museum object handling
- Must be a capable user of various computer applications such as Microsoft office
- This is a physical role, which will normally require the use of ladders, stepladders, working at heights, lifting, fetching and carrying of sometimes heavy and/or awkward objects.

Desirable

- Qualifications in a relevant subject

The Key Responsibilities, Scope of Job, and Required 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 by Sunday 18th May 2025.

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, "Collections Care Assistant – Hill House. "