

<b>Role:</b> Project Conservator	<b>Region / Department:</b> South & West
<b>Reports to:</b> South-West Regional Conservator (with dotted line reporting to the Project Director)	<b>Pay Band:</b> 4 Upper (min rate £37,563 to FCR £41,552)
<b>Location:</b> The Hill House, Helensburgh, G84 9AJ	<b>Type of Contract:</b> Temporary, Fixed-Term For 3 Years (with potential for extension based on project funding). Full-Time Hours.
<b>COST CENTRE (e.g.:3CUZ): Mackintosh Illuminated Project P240034</b> <i>Please note this is required so the People Team can correctly allocate this role to the relevant cost centre.</i>	<b>ACTIVITY CODE (e.g.: VSZ): PM1 &amp; PMZ</b> <i>Please note this is required to allow the system (PeopleXD) to allocate the salary to the correct centre.</i>

## **JOB PURPOSE**

The Mackintosh Illuminated Project comprises a major capital conservation project at the A Listed Hill House in Helensburgh and an ambitious programme to raise awareness and appreciation of the work of Charles Rennie Mackintosh and his artist designer wife, Margaret MacDonald to an international audience. The Project therefore spans oversight of construction works, project management, skills training, conservation, historical research, interpretation, engagement, and community relations. This post will work closely with the Project Director to assist in ensuring that this complex and exciting initiative will be managed and delivered effectively and to the highest standards.

This role is an integral part of the project team, which, working with the regional and property teams, will lead on the conservation, protection, monitoring, research, analysis, storage, decant, and re-instatement of the unique and varied collections and interiors at the Hill House. This includes, but is not limited to wall paintings, fixtures & fittings, carpets, upholstery, paintings, furniture, textiles, and stained glass.

## **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

- Undertake and commission specialist conservators and contractors to accurately record, analyse, research, and assess the interiors, wall decoration and core collection items
- Develop, cost, and implement remedial treatment plans for the conservation of the collections and interiors, ensuring the use of appropriate conservation techniques and materials, and adherence to best practices and ethical standards.
- Working with the Regional Conservator and Curator, advise project team and contractors on best practice collections and interiors conservation, and ensure project work impacts are risk assessed and mitigated against. Oversee works on-site to ensure mitigations are effective and enact adaptations as required.
- Plan and cost for collections decant, storage, exhibition, and re-install as required throughout project works, bringing in specialist art handlers, as necessary. Ensure all collections stored within collection stores are appropriately packed, environments and location controls are maintained, and in-situ protection is installed for non-moveable interior fixtures and fittings.
- Plan and coordinate cleaning schedules to minimise effects of any dust and dirt ingress as a result of project works

- Maintain, research & develop collections and interior documentation, including condition assessments, treatment reports, object movement records and the Hill House Authenticity Report – a document which chronologically records the interventions conducted within the house throughout its history.
- Collaborate with the Regional Conservator, Surveyor and Project Team to assist with the development, planning, and installation of environmental systems throughout the property.
- Work closely with the Regional Conservator and Curator to determine and commission any re-decoration, design schemes and interpretation of the wall decorations using evidence from analysis, research and in consultation with internal and external stakeholders to ensure the most accurate and ethical approach is taken.
- Working with the relevant budget holders, purchase and manage conservation and packing supplies in consultation with the Regional Conservator.
- Recruit, train, and supervise volunteers and property staff to assist with the project works, as necessary.

## **REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE**

### **Qualifications**

#### Essential

- A recognised qualification in remedial or preventive conservation or equivalent experience

#### Desirable

- A strong commitment to continuous professional development, including ICON Accreditation status

### **Experience**

#### Essential

- A broad and demonstrable understanding of the conservation, care, treatment and analysis of historic collections and interiors with an emphasis on painted wall decorations and furniture.
- Demonstrable understanding of historic buildings, their structure, fabric, and environmental needs.
- Experience of working with a collections management database, and other collections documentation.
- Experience and an excellent understanding of working with environmental monitoring and control systems, conservation environmental parameters, and preventive conservation.
- Excellent organisational, administrative, and time-management skills with the ability to prioritise and re-prioritise workloads to meet changing demands.
- Experience of supervising consultants and contractors.
- The ability to think and act quickly in challenging circumstances.
- The ability to work on-site at height and to undertake physical work including climbing stairs, lifting and carrying objects and equipment
- Competent user of Microsoft Office software

- Practical knowledge of Health and Safety processes and procedures and the ability to work effectively within these processes

#### Desirable

- Awareness of the work of Charles Rennie Mackintosh and the 'Glasgow Style'
- Experience of working within an historic house context.
- Experience of managing the conservation for exhibition, including mounts, hanging, transport and packing.
- Experience of using social media in a workplace context

### **DIMENSIONS AND SCOPE OF JOB**

#### Scale

- As part of the Mackintosh Illuminated Project, this role will be responsible for all conservation and collections care activities conducted on-site at the Hill House as part of the project.
- Dotted line reporting to Project Manager

#### People Management

- No direct line management responsibilities but supervision of contractors, other staff and volunteers will be required as part of the day-to-day activities of the project
- Will work as part of the on-site project team and will liaise closely with regional and national teams as required

#### Finance Management

- Not a budget holder but will contribute to good financial management of the project via robust reporting and planning

#### Tools / equipment / systems

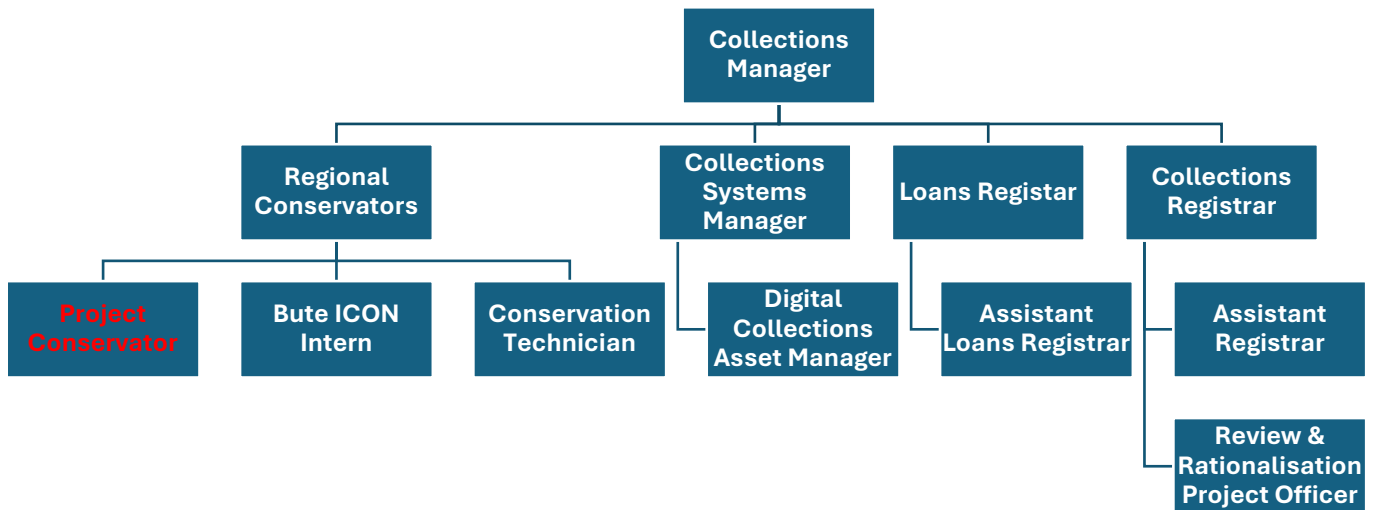
- Regular use of Axiell Collections Management system
- Daily use of environmental monitoring and control systems
- Knowledge and skills in use of preventive conservation equipment and chemicals (COSHH), working at height equipment (PASMA)
- Actively promotes and leads a safe working environment including the use of PPE

#### Example key performance indicators and targets

- Contribute to key conservation measures such as maintaining environmental control, risk mitigation, collections protection, and work cooperatively as a key member of the project team to ensure the project aims are achieved.

### Place in organisational structure (extract of org chart showing role):

Role in Collections Conservation and Management team:



Role in the context of the Mackintosh Illuminated Project and the Hill House:

	<b>Project Director</b>	<b>Project Manager</b>	<b>Collections Manager</b>	<b>Regional Conservator</b>	<b>Operations Manager</b>	<b>Visitor Services Manager</b>	<b>Visitor Services Assistant</b>
<b>Project Conservator</b>	Responsible and accountable for the delivery of the whole Mackintosh Illuminated project.	Deputises for Project Director on certain aspects of the project	Responsible of all collections conservation work in the Trust. Gives technical guidance to Regional Conservator and Project Conservator.	Accountable for all collections conservation at <u>all</u> properties within South & West region. Gives local advice/support to Project Conservator. Line managed by Collections Manager. Line	Accountable for operational matters across small cluster of properties as a subset of S&W Region, including Hill House. Overall	Accountable for operational matters at Hill House - in particular, visitor services, housekeeping, and collections care. Overall manager for	Deliver day-to-day collections care on-site at Hill House. Line managed by Visitor Services Manager.

				manager of Project Conservator	manager for all on-site Hill House staff. Line managed by Regional Director	all on-site Hill House staff. Line managed by Operations Manager.	
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**The Purpose, Context, Key Responsibilities, and Person Specification 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](mailto:workforus@nts.org.uk) by Sunday 29<sup>th</sup> June 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, "Project Conservator – Hill House."

This post is supported with funding from the National Lottery Heritage Fund

