

Role: Collections Technician Apprenticeship	Department: Conservation & Policy
Reports to: Conservation Technician	Pay Grade: Grade 1 (Apprenticeship) - £27,976 pro-rata, per annum.
Location: 50 South Gyle Crescent, Edinburgh, EH12 9LD. <i>Will be working in a combination of HQ, the Conservation Workshop & other National Trust for Scotland properties</i>	Type of Contract: Fixed-Term, 18 Month Contract. Part-Time, 35 Hours Per Week.

JOB PURPOSE

The Collections Technician Apprentice is a new opportunity to gain hands-on experience within the Collections Team, to support the activities of heritage specialists and learn skills in the technical framing and mounting of collections from Trust properties, ensuring they are cared for, preserved and documented to UK conservation standards.

Working alongside the Conservation Technician **the apprentice will develop practical skills under the** guidance of qualified practitioners, learning practical skills in order to contribute to the smooth running of the Conservation Workshop; this will include constructing and installing conservation framing & specialist mounting of 2-D art to conservation standards; designing and manufacturing preventive conservation resources for use at properties; recording, photographing and archiving remedial applications for internal and external retrieval and research.

This role supports the maintenance of workshop tools, machinery, equipment and supplies at the Conservation Workshop and Collections Store; proactively communicating the importance of preventive conservation work with property teams and wider audiences. Time will be divided between workshop learning, maintenance of space and collections at the collections store and practical experience in historic properties.

The Apprentice will also study for a Modern Apprenticeship with Rewards Training. SQA Training Centre Museums Galleries Scotland will be the training provider for the duration of undertaking modules towards the qualification of Museums & Galleries Technician Modern Apprenticeship. This Modern Apprenticeship is funded by Skills Development Scotland, and we must adhere to their guidelines when hiring for this position.

LEARNING OUTCOMES: KEY RESPONSIBILITIES AND ACCOUNTABILITIES

While working in the Conservation Workshop the apprentice will take direction from the Conservation Technician (or their manager), working alongside other Trust staff. The apprentice will have regular guidance and review from Rewards Training, the Trust's apprenticeship provider, and Museums Galleries Scotland as the training centre.

The employment is for a fixed period of **18 months**, subject to satisfactory progression on the course and acceptable performance and completion of SVQ Museums & Galleries Practice SCQF level 7.

Whilst studying towards your apprenticeship, with Museum Galleries Scotland as the centre provider you will be engaged in learning and supporting delivery of core NTS objectives whilst completing study of SVQ mandatory and optional units.

- Making frames, enclosures & specialist mounts for 2-D art to current conservation standards, using conservation materials.
- Making bespoke museum-grade mounts for 3-D objects on open display (e.g. security mounts and plinths)
- Advising on and installing hanging systems for artworks, with an understanding of risk and display practices in historic properties.
- Developing an understanding of the use of conservation grade materials in framing, preventive conservation and basic remedial techniques relating to framed and mounted collections.
- Learning to maintain workshop equipment, including compliance with H&S and COSHH, risk assessments, and accurate record keeping of all remedial work, file management, collection database procedures and unique numbering/markings of framed works.
- Designing and producing sustainable resources and equipment for preventive conservation (e.g. pest management tools, light monitoring devices).
- Supporting the Conservation Technician to deliver technical conservation solutions for exhibitions, access and visitor experience
- Contributing to public engagement activities, including "Conservation in Action," and supporting heritage skills-sharing opportunities.
- Sharing and developing technical conservation and heritage skills with others, NTS staff and through professional external networks
- Building specialist technical knowledge in framing, mounting, and installation to support departmental succession planning.
- Assisting with materials ordering and stock control.
- Working in line with Trust Health & Safety guidelines, using appropriate PPE and safety equipment.

SCOPE OF JOB

Workshop based activities

- Training and embedding knowledge in practical skills and use of tools and machinery for manufacture of frames and mounts
- Production of protective preventive conservation measures for Trust collections (for pest management, light monitoring)

Off-site Activities

- Checking picture and painting hanging systems, installation of hanging systems and artworks
- Contributing to the delivery of activities at collections store and working on administrative tasks at Broadstone central office and hub
- Assisting the Conservation Technician in couriering collections and transporting materials as required

Teamwork

- Regular interaction with Collection Team staff for team meetings, joint working practices with other employees and volunteer colleagues when at Trust properties

Tools/equipment and cleaning chemicals

- Will use a computer for general administration, management of qualification files and conservation records, including database work
- Assist in using preventive monitoring systems for collection care
- Use of tools, machinery and cleaning chemicals
- Expected to become familiar with and comply with the property's Health and Safety policies.

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

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

Essential

- This is a development role, so there are no set qualifications for this post
- Understand measurements, demonstrate understanding and use of power/hand tools
- Excellent hand skills and practical problem solving with attention to detail
- Good communication skills
- Willingness to work at height, in public view and travel to multiple sites
- Willingness to develop further practical use of power/hand tools, saws, framing and mounting equipment

Desirable

- Qualifications or certification in technical or design skills, craft & art skills
- Experience working with wooden objects and framing material
- Competent user of Microsoft Office products
- A genuine interest in working in heritage, framing works of art and work of art technicians

Experience

Essential

- Interest in production of frames, mounting & hanging works of art, heritage practices and conservation
- Self-motivated and able to organise own work planning, learning and time management
- Professional aptitude to be able to work safely and effectively within workshop environment
- Good communicator, willing to work alongside others and in teams or with external art handlers

Desirable

- Knowledge of and use of hand tools and machinery
- Experience of working in a museum, gallery or historic property environment
- Demonstrate an awareness of the specialist handling needs of a historic collection and committed to working within the terms of the Museums Association Code of Ethics, and in line with SPECTRUM UK Museum Collections Management Standards.

DIMENSIONS AND SCOPE OF PLACEMENT

Meta Skills Demonstrated

This role offers opportunities to develop and demonstrate:

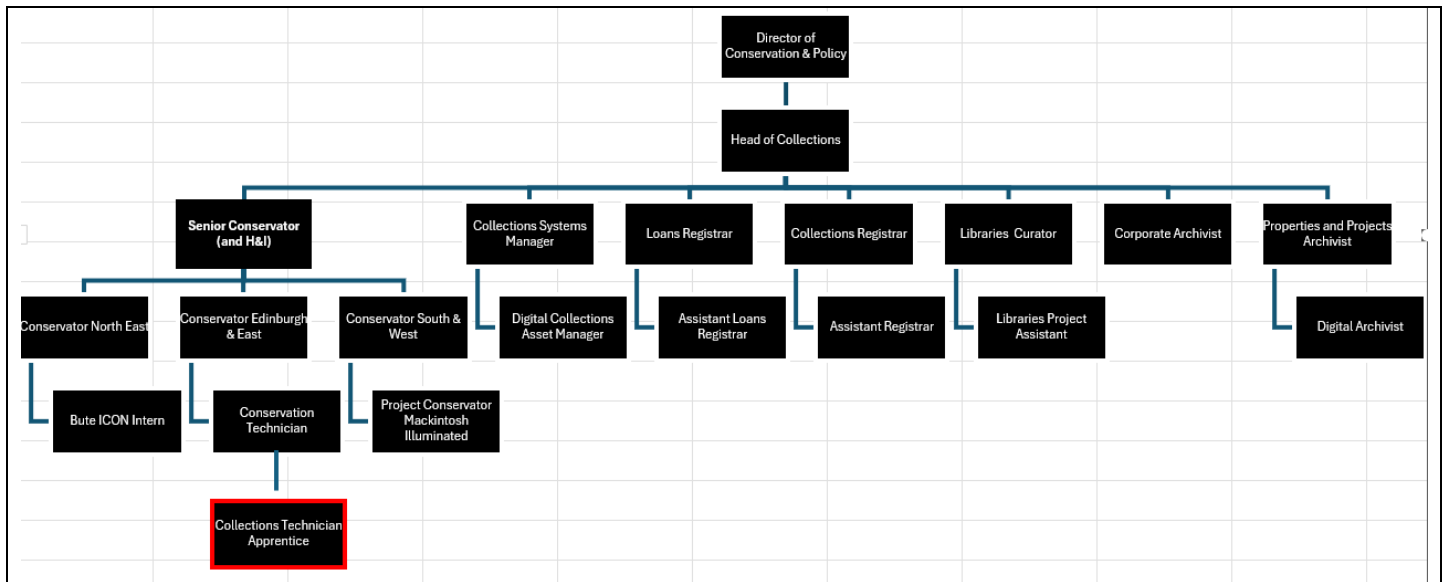
- **Self-Management** – taking ownership of learning, working safely, and managing time effectively.
- **Social Intelligence** – communicating effectively with colleagues and members of the public.
- **Innovation** – finding practical solutions and developing new technical skills.
- **Adaptability** – working across different locations and responding positively to new challenges.
- **Critical Thinking and Problem Solving** – measuring accurately, identifying issues, and producing high-quality work.
- **Creativity** – supporting the presentation, framing, and display of artworks and heritage objects.

Scale

- Framing & specialist mounting 2-D art and 3 D objects to conservation standards on a regular basis as requested by Curators and Conservators.
- Designing and manufacturing various resources/equipment for preventive conservation at properties.
- Share and develop conservation technical and heritage skills in others by working alongside and supporting property staff and students or volunteers.
- Meet demands for conservation technical solutions for exhibitions, projects and visitor experiences.
- Technical and caretaking duties at collections store- understanding COSHH, H&S, manage deliveries, instill safe working practice and overview of emergency response equipment
- Stock take, refresh supplies and oversee ordering of technical conservation equipment and framing supplies.
- Ensure PPE/equipment, ladders and towers for lifting, moving, installing and accessing for health checks of hung works of art and collections are compliant with H&S policies.
- Complete PASMA/working from ladders training to be able to deliver and work at site/at height, to be able to install, hang or move collections/work alongside art handlers or property team members.

People Management

- The Collections Team led by the Head of Collections consists of : Libraries Curators, Conservators, Registrars, Collections Systems Management staff, Archivists and the Conservation Technician who will line manage the apprenticeship.
- No line reports but will be required to support the needs of the Collections Team and other NTS staff and also supervise volunteers and advise staff and volunteers working on conservation technical tasks at NTS properties.
- Will have frequent interaction with a wide range of colleagues across the Trust.



Finance Management

- No specific budget but will be required to determine costs and inform departmental administrator in relation to purchase ordering, invoicing, expense claims etc – mainly for the purchase/maintenance of equipment.

Tools / equipment / systems

- ♦ Framing, mounting, cutting, photography, data and online learning systems. Conservation (preventive and remedial) & Emergency response equipment.

Example key performance indicators and targets

- ♦ Completion of SQA mandatory and optional units
- ♦ Dealing timeously with an increasing number of technical conservation requests
- ♦ Ensure that all collections images taken are numbered by accession number and linked to Adlib records.
- ♦ Manage ongoing editing and rationalisation of images and records taken of conservation work 'before' and 'after' images as agreed with relevant colleagues.
- ♦ Look for improved methods of display and technical conservation solutions.

The Key Responsibilities, Scope of Job, and Required Qualifications, 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.

HOW TO APPLY

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 Friday 7th August 2026.

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 Technician Apprentice - NTS"