

## JOB DESCRIPTION

<b>Job Title:</b>	<b>CONSERVATION TECHNICIAN: BOOKS &amp; PAPER</b>
<b>Reporting to:</b>	Head of Conservation Department, Site Manager
<b>Key relationships:</b>	Conservation Department Technician; Conservation Tutors; Art School Office Team
<b>Working Week:</b>	2 days per week over 34 weeks (Undergraduate Academic year and preparatory period)
<b>Salary:</b>	Daily rate of £116

### PURPOSE

- To assist the Head of Conservation and Conservation tutors in the day-to-day management of the conservation studios.
- To work in liaison with the Head of Conservation, Conservation Department Technician and tutors on supporting students from different years to achieve technically accomplished outcomes.
- To act as liaison with lenders of objects for student projects in Books & Paper and with external partners in relation to the logistics of projects.
- To maintain equipment in the department and support the management of the conservation laboratory
- To assist with the planning and installation of the degree show displays for Books & Paper.

### ADMINISTRATION

- To undertake administration as required in relation to the management of Books & Paper conservation studios and equipment.
- To employ the Art School's processes for reporting on Health and Safety.
- To maintain effective and efficient communication within the department, including through the use of the Art School's Moodle site when appropriate.
- To undertake the ordering of materials for Books & Paper and those materials required for the running of projects in consultation with the Head of Department, Conservation Department Technician and in line with budgets available.
- To negotiate with owners of objects: providing them with initial information, organising delivery and collection of objects, monitoring costs and initiating invoices as required.
- To assist where necessary the Head of Department and tutors with open days.

### HEALTH AND SAFETY

- To work with students, the Conservation Department Technician, and tutors, ensuring that Conservation Facilities are a safe working environment for students and staff.
- To support the implementation of the Art School's Health & Safety policies in the

department, working in liaison with the Site Manager, and to attend relevant meetings.

- To monitor the application of safety rules in the Books & Paper conservation studios in relation to current guidelines and safe working practices.
- To collaborate with tutors to ensure that conservation studios are adequately prepared for practical sessions and ensure that they are kept in an appropriate condition.
- To organise the training on and maintenance of equipment and tools; keeping records of student training/induction sessions; keeping full and accurate records relating to health and safety.
- To keep up to date and knowledgeable about health and safety regulations and protocols in relation to conservation practice and remain vigilant of any breaches, communicating with students, tutors and Site Manager as appropriate

### **Art School Profile**

- Promote and maintain a positive profile of the Art School through, for example: participation in professional networking events and presentations of research;

### **Staff Development**

- Participate in the Art School's annual staff appraisal scheme (Individual Performance Review), and in staff development and training activities as agreed with their line manager

## **OTHER DUTIES**

### **Miscellaneous**

Undertake other duties of a reasonable nature, as may be determined by the post holder's line manager from time to time, in consultation with the post holder.

It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, students, visitors or members of the public. The post holder should also counteract such practice or behavior by challenging and reporting it.

This is a description of the job as it is presently constituted. It is the Art School's practice to periodically review job descriptions to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes following negotiation with the post holder.

### **Key Reference documents:**

- Staff Support and Development Handbook
- Course Handbooks
- Professional Code of Conduct
- Disability Support Guidelines
- Student Charter
- Health and Safety Policy and other Art School policies related to the post