

# ASSISTANT CONSERVATOR

Museum

Grade 5, Part-time, Permanent contract

Job reference number: 108-22



## Applicant Information Pack

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### Closing date

9am Monday 6 June 2022

### Interview date

16/17 June 2022

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## Job Description

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<b>Job title</b>	Assistant Conservator
<b>Department</b>	Museum
<b>Grade</b>	5
<b>Hours of work</b>	Part Time (0.2FTE)
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Curator
<b>Responsible for</b>	n/a
<b>Liaises with</b>	<b>Internal</b> Museum Administrator; RCM students; Estates  <b>External</b> Specialist conservators; Suppliers; Art handling companies
<b>Job overview</b>	The Assistant Conservator is in charge of the regular maintenance of the objects on display in the Museum. They support good practice in handling and care of the Museum collections in storage and support the Curator in the delivery of the collection conservation plan.

### Key Responsibilities

- To undertake regular maintenance of the Museum collection on display.
- To undertake periodical collection checks and advise on required actions to improve the preservation of the Museum collections.
- To monitor the humidity and temperature values in the Museum spaces and Wolfson Centre and produce termly reports.
- To assist in handling and care of the collections in storage.
- To liaise with external specialist conservators, suppliers and companies to support the delivery of conservation projects.
- To collaborate with the Curator in devising and implementing the Conservation and Care Plan for the Museum collections.
- To collaborate with the Curator in revising the Risk Assessment and mitigating strategies for the collections.
- To support the installation and removal of temporary exhibitions.
- To undertake condition checks and write condition reports in case of loans in or out and as required.
- To carry out other such duties as the Curator might reasonably require, consistent with the grade of the post.

### Special Factors

The working pattern for this role will be Mondays, 9am-5pm.

## Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the criteria below.

Applicants are also invited to submit two conservation reports of interventions that they have undertaken.

Criteria	Description	Essential / Desirable	How Criteria Are Tested
<b>Qualifications</b>	Degree in Conservation or equivalent museum-based experience	Essential	AF, INT
<b>Experience, Skills &amp; Knowledge</b>	Previous experience in the conservation and handling of musical instruments	Essential	AF, INT
	Previous experience in Museum collection care and handling	Essential	AF, INT
	Ability to identify and proactively solve problems	Essential	AF, INT
	High standard of IT skills including Microsoft Word and Excel		
<b>Personal Attributes</b>	Positive approach to communicating with contractors and other museum individuals.	Essential	AF, INT
	Good verbal and written communication skills	Essential	AF, INT
	Reliable, can work successfully on own initiative and work supportively as a member of a team.	Essential	AF, INT
	A commitment to recognising, valuing and celebrating diversity and to proactively advancing equality and inclusive practice in all areas of College life.	Essential	AF, INT

AF = Application Form    INT = Interview    ST = Selection Test

The duties and responsibilities assigned to the post may be amended by the Curator within the scope and level of the post.

## Terms & Conditions

<b>Availability</b>	The post is immediately available and the postholder should ideally be available to start as early as possible.	
<b>Contract type</b>	Permanent	
<b>Hours of work</b>	This role is offered on a part time (0.2FTE) basis.  Full time hours at the RCM are 35 hours per week and normal office working hours are 9.00am-5.00pm (with a one hour lunch break), Monday to Friday.	
<b>Salary</b>	RCM Pay Scale Grade 5, incremental points 16 – 20:	
	Spine points	Full-time salary*
	16	£26,882
	17	£27,523
	18	£28,209

19 £28,902  
20 £29,656

\*inclusive of London Weighting allowance

\*\*as this is a part-time post, the postholder will receive a proportion of the full-time salary

Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.

Payday is the 15<sup>th</sup> of each month or the last working day before this should the 15<sup>th</sup> fall on a weekend or bank holiday.

<b>Work permit</b>	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role for which the RCM will act as a sponsor for a visa application.
<b>DBS check</b>	Not applicable for this post.
<b>Probation</b>	The post has a six-month probationary period.
<b>Notice period</b>	The appointment will be subject to termination by not less than one months' notice. Notice during probation will be seven days' notice by either party.
<b>Pension</b>	The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: <a href="http://www.uss.co.uk">www.uss.co.uk</a> . Arrangements exist for members to make additional voluntary contributions (AVCs).
<b>Annual leave</b>	Full time staff are entitled to 210 hours (equivalent to 30 days) of holiday per annum, plus public holidays. Part time staff will receive a pro rata entitlement for annual leave.  The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.

## Staff Benefits

<b>Travel</b>	Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.  We also offer a tax-free bicycle loan under a similar repayment scheme.
<b>Events</b>	There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.
<b>Eye tests &amp; hearing tests</b>	The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.

**Employee Assistance Programme**

All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.

**Professional Development**

The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

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## About Us

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**The College**

Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and animateurs. The RCM was ranked as the global top institution for Performing Arts in the 2022 QS World University Rankings by subject.

**Staff**

The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over one hundred administrative staff.

**Location**

The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

**Department**

The Museum was founded in 1892 and we now preserve a vast range of instruments, portraits, engravings, sculptures and photographs, which offer unique insights into musical practices across the ages. Music in London in the 18th and 19th centuries are particularly well represented, including examples from private performances and music for the stage.

Highlights from the collection include the earliest known guitar in the world, the earliest stringed keyboard instrument and the best-known portraits of Joseph Haydn and Farinelli.

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## How to Apply

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To apply, please complete our **1) Application form, 2) Equal Opportunities form and 3) Applicants are also invited to submit two conservation reports of interventions that they have undertaken.**

1) and 2) are available to download from the [RCM website](#). Please submit in PDF or Word format to [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk).

Please ensure that you include the Job Reference Number and state clearly the title of the post for which you are applying. CVs without an application form cannot be accepted.

**Closing date**                      **9am Monday 6 June 2022**

Applications received after the stated closing date will not be considered.

**Interview date**                      **16/17 June 2022**

Shortlisted candidates will be notified in due course.

If you have any questions about this position or the application process please contact a member of the recruitment team on; [recruitment@rcm.ac.uk](mailto:recruitment@rcm.ac.uk). If you need to receive this documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

The Royal College of Music is an Equal Opportunities employer. The College is a non-smoking environment.

**Professor Gabriele Rossi Rognoni**

Curator

May 2022

