**SIR JOHN SOANE’S MUSEUM, 13 Lincoln’s Inn Fields, London WC2A 3BP**

**CONSERVATOR - PART TIME** (2½ days a week – Monday, Tuesday and alternate Fridays)

**Salary: £28,000 (pro-rata)**

**Background**

Sir John Soane’s Museum has been called ‘the supreme example of the house museum in the world’. It was the home of one of England’s greatest architects Sir John Soane (1753 – 1837) and still houses his collections of antiquities, furniture, models and paintings as well as over 30,000 architectural drawings and a fine Library. Soane demolished and rebuilt three houses in succession on the north side of Lincoln's Inn Fields, starting with No. 12 (1792 to 1794), moving on to No. 13 (re-built in two phases in 1807-9 and 1812) and ending with No. 14 (rebuilt 1823-24). Throughout the period he made continuous alterations, adding ever more objects to his arrangements and always seeking to enhance the 'poetic effects' and picturesque qualities of his interiors. In 1833 he negotiated an Act of Parliament leaving the house to the nation on his death, to be preserved ‘as nearly as possible’ as it was left at that time. The Act came into force in January 1837. No. 14 was bequeathed to his family but was bought back by the Museum in 1996 and today houses the education facilities, Research Library and staff offices.

The Museum is vested in a board of Trustees and receives an annual grant-in-aid from the Department for Culture, Media and Sport: it is the smallest of the national museums. It is listed Grade I and its whole collection is ‘Designated’ as of pre-eminent national importance.

Since 1985 the Museum has been engaged in the gradual restoration of the building fabric and in the careful study and reinstatement of Soane’s original interiors and arrangements. One of the final spaces requiring restoration is Soane’s Drawing Office and that project is underway with completion scheduled for 2023. It includes the cleaning and conservation of more than 200 plaster casts, with much of this work being carried out by the Museum’s own conservators.

The Museum has a small in house conservation team working in well-equipped dedicated studios. The team is comprised of a head of conservation and two conservators, working with a consultant paper conservator. They are responsible for both preventive and remedial conservation as well as working on major restoration projects. Between them they care for a collection of 5,000 works of art (in many different media), 8,000 books and 30,000 drawings as well the fabric of the museum rooms. Much of the care of the collections is carried out on Mondays and Tuesdays when the museum is closed to visitors.

**Job Description:**

As essential parts of the work the team carry out is done on Mondays and Tuesdays when the museum is closed to visitors the post holder will be required to work these days, as well as alternate Fridays as part of the cover for the team.

* As part of the conservation team, carry out work relating to special projects such as the Drawing Office restoration, including undertaking bench work
* Be responsible for managing the Emergency Plan including organising monthly key team meetings and training for colleagues across the organisation
* Be responsible for maintaining and updating the ‘Use of the Museum Manual’ created by conservation as a ‘one-stop shop’ for anyone responsible for a task or event taking place in our historic interiors
* Assist with department record keeping, including records of all collections care regimes, and in particular the budget records
* Assist with the general care of collections, including conservation cleaning/training, surveys of the interiors and collections and reports (e.g. condition /conservation reports on individual works of art)
* Help to manage the Museum’s environmental monitoring and IPM programmes

**Person Specification**

the successful candidate will have:

* a degree in conservation or ICON ACR status and relevant work experience, ideally of 2 – 3 years or more. Experience of working in an historic house environment would be an advantage.
* Knowledge of all aspects of conservation and collections care in a historic house open to the public.
* Demonstratable skill and experience in carrying out practical conservation treatments to a range of different types of objects
* Excellent IT skills. Knowledge of InDesign, Photoshop, Excel and Microsoft Word would be an advantage
* Experience of working with a collections management system (the Museum uses Collections Index + and Asset Index +) would be an advantage.
* Good communications skills, both written and verbal
* A flexible attitude in dealing with a wide range of conservation challenges in the context of a historic house and across several teams is essential
* The successful candidate should be able to work both in a team but also have the ability to be able to work independently and take individual responsibility for work when required

**Salary: £28,000 (pro-rata)**

This is a part-time post of 2.5 days ( 17.5 hours) a week Monday, Tuesday and alternate Fridays

**Benefits:**

26.5 days annual leave plus Bank and public holidays +Christmas Eve (pro rata)

Principal Civil Service Pension Scheme, Alpha.

Our Hybrid working policy allows for up to 1 day a week to be worked from home after the satisfactory completion of the initial training programme.

**Applications:**

Applications in writing (a full CV and a supporting letter), together with the names and addresses of two referees, should be sent to recruitment@soane.org.uk

The Museum is an Equal Opportunities Employer, committed to equality, diversity and inclusion and welcomes applicants from all backgrounds.

Closing date: **Monday June 6th 2022**

Interview date: **Wednesday June 22nd 2022**

Sir John Soane’s Museum is a Non-Departmental Public Body (NDPB) whose prime sponsor is the Department for Digital, Culture, Media, and Sport.

Website: [www.soane.org](http://www.soane.org)