



## Waddesdon Manor Job Description

<b>Job Title:</b> Conservation Assistant	
<b>Managed by:</b> Collection Steward	
<b>Departments</b>	<b>Location</b>
Collections	Waddesdon Manor, Aylesbury, Bucks HP18 0JH

### Location:

Waddesdon Manor is an historic house open to the public. Created by Baron Ferdinand de Rothschild from 1874, it is home to the Rothschild Collection and was bequeathed to the National Trust in 1957. Today is managed by a Rothschild charitable trust, The Rothschild Foundation. It currently welcomes over 450,000 visitors a year to the property, just over a third of whom visit the house.

### Job summary:

As a member of the Collection conservation cleaning team, the Conservation Assistant is responsible for the routine care, cleaning, conservation, presentation and documentation of the Collection and its contents including the out door statues.

To undertake this work in accordance with the National Trusts Manual of Housekeeping, and as directed by the Collection and Deputy Steward.

However, occasionally situations may arise that require the post holder to perform other duties or tasks as may be reasonably requested by the Trust.

### Specific Duties Include:

#### 1. Cleaning and Presentation

As part of the conservation cleaning team be responsible for the care and presentation of the Collection:

- Routine day to day cleaning of the Collection and its contents
- Make sure the Collection is presented to its optimum for daily opening to the visitor, including bulb changes, blind adjustments & stanchion maintenance
- Work in accordance with the methods laid down in the Manual of Housekeeping
- Bring to the attention of the Stewarding team any signs of wear, damage or deterioration in the fabric or contents of the Collection
- Participate in the deep cleaning programme during the summer including statues and particularly during the winter



- Work in an environmentally friendly manner
- Participate in practical conservation housekeeping training and ensure knowledge is always current with National Trust practice

2. Conservation and Protection of Contents

Responsible for helping with the long-term care of the items on display, in store and in other buildings on the Estate:

- Work with an awareness of the importance of environmental control (e.g. humidity) and the damaging effect of light on contents
- To occasionally assist specialist conservation staff as directed when they are working in the Collection
- Help in the packing/unpacking of contents prior to/after conservation or building works
- Help as necessary with the preparation and cover of the Collection for functions, events, photography, filming, and in the clearing up afterwards.
- Assist in maintaining conservation records as required by the line manager to ensure up to date and accurate record of condition and participate in other documentation as required, such as inventory projects, using the collections management database.
- Assist in the project to number each item in the collection following methods and techniques instructed.

3. Safety and Security

Ensure that Health and Safety procedures are followed when working.

Observe all security practices:

- Be careful to follow procedures including lifting and moving objects, working at height and working in dusty environments
- Report all accidents as required by the Health and Safety policy
- Be aware of the risk of theft and the security measures put in place to prevent it – work around these carefully and report any suspected changes to the Stewarding team

4. Other Duties

- Be accountable for their own development through the performance and development review process seeking out opportunities to learn new skills
- Attend relevant training such as scaffold and NT Housekeeping courses and meetings as required
- To assist the Stewarding team in running conservation themed demonstrations and events for the public
- Undertake any other duties as may reasonably be requested of the Conservation Assistant by the Stewarding team
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work.



**Knowledge, Experience & General Attributes:**

**Knowledge:**

Essential: Good general education  
Knowledge of conservation  
Knowledge of and training in working at height regulations  
PC Literate in Word, Microsoft Outlook and Excel

Desirable: Experience working on databases

**Skills:**

Essential: Team worker  
Head for heights  
Good manual dexterity  
Careful and accurate with attention to detail  
Excellent organisational skills  
Flexible and adaptable  
Good verbal communicator  
Self-motivator with good sense of initiative  
Able to initiate, plan and implement tasks  
Driver with access to a car

**Experience:**

Essential: Conservation cleaning in either a historic house, museum or conservation environment

Desirable: Previous experience of working alone  
Previous experience of working at height  
Experience of using a Collections Management database  
Sewing experience (domestically or professionally)

There will be some out of hours work required.

**Terms & Conditions**

Salary: TBC

Hours: 20 hours per week, working Thursday to Monday with Tuesday and Wednesday as days off from April to December. Monday to Friday, January through to the end of March.