

**Job Description:** Collections and conservation assistant

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**Responsible to:** Curator

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**Employees or volunteers directly supervised:** Conservation and salvage volunteers

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**Salary:** £11,180 per annum (0.5FTE/20 hours per week)

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## **Background**

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Fulham Palace is a truly remarkable place. For centuries, this Grade I Listed building situated in extensive grounds by the River Thames was the country residence of the Bishops of London. The Palace is now managed by Fulham Palace Trust, which is inspired by a vision to restore our nationally significant historic buildings and grounds to their original beauty and to provide outstanding facilities for the local community and visitors from farther afield.

As collections and conservation assistant you will be a proactive individual with good practical skills and you will take pride in ensuring that Fulham Palace building and collection is maintained and cared for to an exemplary standard. Experience of a heritage environment where specialist cleaning and care is required would be an advantage.

## **Job Summary**

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The post holder will work to the curator and will support the organisation in maintaining the highest standards of collection management and care reflecting the status of this Grade I listed building and its collections. The role will also undertake specialist cleaning of the historic rooms and fixtures.

## **Core duties**

### **The post holder will:**

- Assist the curator with enquiries about the collection and Fulham Palace's history;
- Assist the curator with the documentation of the collection according to Spectrum standards, using databases and digital technology where appropriate;
- Assist the curator with the preservation, conservation and security needs of the collections and take any necessary action to protect the collection;
- Undertake environmental monitoring of display areas and stores;
- Assist the curator with organising specialist reports on the care and conservation of the collections and building as required;
- Assist the curator to maintain accreditation status and any other relevant standards for Fulham Palace;
- Ensure the day to day care and presentation of the historic rooms and their contents in accordance with best practice including the National Trust Manual of Housekeeping;
- Undertake annual deep cleaning of historic rooms alongside the facilities team;
- Support the curator by providing advice and training on the care of Palace fixtures and fittings and historic floors to the cleaning team as necessary;
- Promote the work of the Trust to visitors, including delivering conservation based engagement sessions;
- Manage a team of conservation volunteers to undertake regular checks of the permanent collection and loan items.

### **Other**

- The post holder must take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work;
- The post holder will actively follow FPT's policies including Equality and Diversity and Safeguarding;
- Occasionally situations may arise that require the post-holder to perform other duties or tasks as may be reasonably requested by Fulham Palace Trust.

## **Dimensions of the role**

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Fulham Palace Trust is comprised of a small team of 22.2 FTE. The collections and conservation assistant will report to the curator. The post-holder will be required to work regular weekends and some evenings.

## **Person specification: Collections and conservation assistant, Fulham Palace**

We are looking for an energetic and enthusiastic individual with good practical skills, well developed team management skills and demonstrable experience of collection management.

### **Knowledge, skills and experience**

#### **Knowledge:**

##### **Essential**

- Familiarity with museum collections and their care and presentation
- Knowledge of collection management procedures
- Understanding of preventive conservation, and the 10 agents of deterioration

##### **Desirable**

- Knowledge of housekeeping and cleaning standards
- Knowledge of Health and Safety and emergency procedures

#### **Skills:**

##### **Essential**

- Careful and methodical worker
- Able to work individually and as part of a team
- Attention to detail
- Self motivated self-starter
- Able to work from scaffold
- Good hand and eye co-ordination
- Commitment to FPT's Equality and Diversity policy and the ability to work harmoniously with colleagues, suppliers and customers of all cultures and backgrounds
- Commitment to FPT's policy and procedures on working with children and adults at risk

##### **Desirable**

- Demonstrable customer focussed skills
- Keen interest in the history and heritage of Fulham Palace

#### **Experience:**

##### **Essential**

- Proven ability to carry out instructions, whether verbal or written

##### **Desirable**

- Previous experience of cleaning historic houses and contents
- Working with volunteers