

Role Profile

Job Title: Rothschild Foundation Collection Conservation Assistant Managed by: Collection Steward	
Departments: Collections/Stewards	Location: Waddesdon Manor, Aylesbury, Bucks HP18 0JH

Location:

Waddesdon Manor is a 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 350,000 visitors a year to the property, just over a third of whom visit the house.

The Collection, which owned in part by the National Trust and in part by the Rothschild Foundation, is rich in fine and decorative arts of the 18th century, including English 18th-century portraits, French 18th-century furniture and porcelain, drawings and works on paper, textiles, 16th and 17th-century objects d'art, Dutch Golden Age painting, sculpture (including a small contemporary collection), books and bindings, manuscripts and metalwork. The collection is displayed within original 19th-century interiors, many incorporating 18th-century French panelling. The Department is responsible for the care and access, research and interpretation of the contents of the House, the sculpture in the Gardens, and the historic paper and photographic archive. It includes the annual exhibition programme and the management of an exhibition space at the Stables. It also includes the management of the collections at the Windmill Hill Archive, works of art at the Dairy and at the Flint House. Sections within the Collections Department include the Stewards, Curatorial, Archive and Records, and the Education and Learning Team.

Job summary:

Collections conservation cleaning is carried out by the Stewards. As a member of this team, the Rothschild Foundation Collection Conservation Assistant is responsible for the routine care, cleaning, conservation, presentation, and documentation of RF works of art, located in external locations and in the Manor itself. This primarily involves the cleaning and care of historic show rooms with a focus on the presentation of the Collection and also to assist with

domestic cleaning of staff tea rooms and lavatories within the Collection. A particular focus of the role is the Wedding Cake, a contemporary sculptural pavilion located at the Dairy. The post-holder will also support other activities alongside other members of the team as required.

To undertake this work in accordance with the Manual of Housekeeping, and as directed by the Collection Steward, Deputy Steward and the Rothschild Foundation Collections Manager.

Occasionally situations may arise that require the post holder to perform other related duties or tasks as may be reasonably requested.

Specific Duties Include:

Cleaning and Presentation

As part of the conservation cleaning team you'll be responsible for the care and presentation of the Foundation Collection:

- Routine day to day cleaning of the RF Wedding Cake and other Rothschild Foundation objects in various locations.
- Make sure the Wedding Cake is presented to its optimum for opening to the visitor, and support the wider team as required in presentation of the Manor and other display areas.
- Work in accordance with the methods set out in the Manual of Housekeeping and training given.
- Bring to the attention of the Stewards team any signs of wear, damage or deterioration in the fabric or contents of the Wedding Cake or other locations.
- Participate in the deep cleaning programmes including exterior sculpture.
- Work in an environmentally friendly manner.
- Participate in practical conservation training and ensure knowledge is always current with National Trust and Foundation practice.

Conservation and Protection of Contents

Responsible for helping with the long-term care of collections on display and in store:

- Work with an awareness of the importance of environmental control (e.g. humidity) and the damaging effect of light on contents.
- To assist specialist conservators as directed when they are working in the Collection and to support other staff access as needed.
- Help in the packing/unpacking of contents prior to/after conservation or building works.
- Help as necessary with the preparation and cover of the Collections for functions, events, photography, filming, and in the clearing up afterwards.

- Support the installation of displays and exhibitions as appropriate, and the work of the Curatorial team as needed.
- To help with photography of the Collections and objects.
- Assist in maintaining conservation/condition records as required 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.

Safety and Security

Ensure that Health and Safety procedures are followed when working.

- Observe all security practices.
- Be careful to follow procedures for 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.

Other Duties

- Be accountable for your own development through the performance review programme seeking out opportunities to learn new skills.
- Attend relevant training such as IPAF, PASMA, first aid training and meetings as required.
- To assist the Stewards team in running conservation themed demonstrations and events for the public.
- Undertake any other duties as may reasonably be requested by the Stewards team or Collections Dept.
- 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 CMS

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: £20,319 per annum

Hours: 37.5 hours per week, to cover Thursday to Monday from April to December. Monday to Friday, January through to the end of March.

Holiday: From start date, 33 days (including public holiday)
After three full years of service: 36 days (including public holidays)
After five full years of service: 38 days (including public holidays)
After ten full years of services: 40 days (including public holidays)

Benefits: 50% discount from our on-site catering takeaway
20% staff discounts in our on-site Restaurant and Shops.
Matched pension contribution. Employer matched up to 10%
Beautiful location working within the charity and heritage sector.
Free parking.

Recruitment Process

In order to be considered for this role, please submit your CV along with a covering letter explaining how your experience and skills match those outlined above by emailing application@waddesdon.org.uk

Closing date: midnight, Sunday 11th February 2024

Interview: Interviews will be held in the week commencing 19th February 2024