



# Corpus Christi College Cambridge

## Job Description

**Job Title:** Conservator

**Department:** Cambridge Colleges Conservation Consortium, Corpus Christi College, Cambridge

**Responsible to:** Head of Conservation

**Purpose of Job:** Conservation and preservation of library and archive materials

**Duties and responsibilities:**

- Remedial conservation of books, parchment, flat paper items and archival material, and fabrication of bespoke housing and mounting.
- Preservation work to support the Colleges within the Consortium. Carrying out work to maintain the environment of libraries and archives as required. Assists the Book and Manuscript Conservator and the Head of Conservation with training for library and archive staff and volunteers.
- Preparing thorough documentation of all treatments, writing reports and keeping photographic records of the conservation process, before, during and after treatment.
- Assisting with the provision of conservation and collections care support for exhibitions such as preparing cradles and mounts for artworks.
- Works to ensure their own conservation and preservation work is of high quality and conforms to current conservation practice and ethics.
- Works as part of a small team and independently. Assists the Book and Manuscript Conservator and the Head of Conservation with supervision of work-placement students and volunteers.
- Supporting the smooth running of the conservation studio; helping to ensure the maintenance of conservation equipment and maintaining stocks of conservation materials. Supports the Book and Manuscript Conservator and the Head of Conservation in purchasing of conservation materials and stock checks. Undertakes regular pest inspections in the conservation studio.
- Has a good working knowledge of the current COSHH regulations, Health and Safety at Work Act and other relevant legislation relating to safe working practices.
- Know and understand the workshop's emergency preparedness plan.
- Assisting the Book and Manuscript Conservator and the Head of Conservation with outreach programmes for the CCCC and at the request of member colleges within the Consortium. The postholder may also contribute to the delivery of papers relating to the work of the department.
- Participating in Continuing Professional Development, attending relevant seminars, courses and other developmental opportunities in consultation with the Head of Conservation.
- Carry out other duties as requested by the Head of Conservation.

- All staff must adopt a responsible and proactive attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

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### College Staff Values

- To uphold the College Staff Values : **Excellence, Collaboration, Respect and Creativity.**

### Safeguarding

- Corpus Christi College is committed to safeguarding our students and staff and has policies in place to ensure this.

### Person Specification

Criteria	Essential	Desirable
<b>Education/Qualifications</b>		
• A recognised qualification in book, paper and parchment conservation.	X	
<b>Knowledge/Experience</b>		
• Experience of conservation practice relevant to book, paper and archives.	X	
• Good knowledge of preservation issues.	X	
• Knowledge of health and safety procedures.	X	
• Aware of Best Practices with Library and Archives	X	
• Experience/knowledge in bookbinding techniques and gold and blind finishing decoration		X
<b>Professional Accreditation</b>		
• Willingness to work towards accreditation (ICON)		
<b>Skills</b>		
• Good hand skills.	X	
• Excellent standard of written and spoken English.	X	
• Good organisational skills, diplomacy and professionalism.	X	
• Basic photographic skills.	X	
• Ability to handle several conservation projects at a time.		X
• Bookbinding and finishing skills.		X
<b>IT Skills</b>		
• Good computer skills including a working knowledge of Office applications.	X	
<b>Personal Qualities</b>		
• Ability to work as part of a small team.	X	
• Ability to communicate professionally with external stakeholders	X	
• A flexible approach to work.		X

<b>Physical/Special Requirements</b>		
• Due to the age and layout of the college, there are a number of steep staircases and areas of restricted access	X	
• Walking to locations outside Corpus Christi College within Cambridge (Other Libraries and Archives)	X	
• Some heavy lifting of materials and equipment.	X	
• The role requires a high percentage of close up technical work and high levels of concentration.	X	

Issued by Department Head

.....Name

.....Signature

.....Date

Accepted and Understood by Postholder

.....Name

.....Signature

.....Date

*This job description will be reviewed periodically when additions and amendments may be made.*