

Title	Furniture & Wooden Objects Conservator
Reports to	Principal Conservator (Furniture & Wooden Objects)
Division/Department	Furniture & Wooden Objects Section
Location	ICS, 53 Victoria Avenue, Chatswood

1. PURPOSE

The Furniture & Wooden Objects Conservator is responsible for a wide range of conservation projects in the discipline of their training.

Day to day activities include developing conservation methodologies in collaboration with team members, quoting and undertaking all technical aspects of conservation. Other responsibilities may include project planning and implementation, job budget management, time management, subcontractor liaison, disaster response, writing project reports, supporting and guiding other team members.

In addition, all ICS conservators are encouraged to broaden their skill base by supporting jobs in other disciplines when opportunities arise.

Fostering client relationships and networking to promote future work opportunities is also an important element of the role.

2. REPORTING RELATIONSHIPS

The Furniture & Wooden Objects Conservator:

Reports to	<ul style="list-style-type: none"> • Principal Conservator (Furniture & Wooden Objects) on day to day work • Head of Conservation (Fine & Decorative Arts) as overall supervisor • other project managers when working on specific jobs
Regularly supervises work undertaken by	<ul style="list-style-type: none"> • conservators • conservation technicians • casual staff • subcontractors

3. DUTIES AND RESPONSIBILITIES UNDERTAKEN BY ALL ICS STAFF

This position description should be read in conjunction with the following documents:

- *Working at ICS: Position Guide*, which provides an overview of duties relevant to all ICS staff
- *Key Capabilities: ICS Technical Staff*, which provides a general guide to qualifications, experience and capabilities.

4. MAJOR RESPONSIBILITIES

Conservation

Outcome: On time, profitable, quality project outcomes are appropriate to client needs

- Develop conservation methodologies and quote on jobs in collaboration with team members and clients.
- Conduct research and seek guidance from colleagues or contacts as required.
- Carry out conservation treatments to a high technical standard in accordance with the AICCM Codes of Ethics and Practice and the Australia ICOMOS Burra Charter.
- Work collaboratively in project teams, which may include conservators and specialist sub-contractors.
- Work with and guide other staff as required, both within the team and in collaboration with other ICS teams.
- Ensure up to date treatment records are maintained.

Project Management

Outcome: Project management skills are utilised to support successful job outcomes

- Use ICS processes and standard project management practices to plan and manage jobs.
- Communicate effectively with clients and colleagues about job requirements and work progress.
- Support the writing of submissions and quotes.
- Actively identify and manage variations to scope on jobs.
- Ensure on time invoicing and record keeping for projects.

Client Relations

Outcome: ICS clients are confident about our work and value their interactions with staff, resulting in ongoing, productive relationships

- Engage, inform and communicate effectively with the goal of providing excellent client service.
- Actively manage client expectations during the quoting and treatment stages of work.
- Identify ways to enhance job value (quality, financial, timing) for both clients and ICS, and discuss opportunities with supervisor.
- Ensure clients are involved in decision-making at the earliest appropriate time.
- Provide regular advice to ICS Management about client feedback.
- Support ICS Management to effectively deal with client concerns.

Teamwork and leadership

Outcome: ICS conservation and administration teams function smoothly to maximise productivity and well-being of staff

- Participate in team meetings and support team administration.
- Seek advice and support to manage difficult jobs.
- Contribute to the skills development of peers and team members, eg. through sharing technical and professional insights and learnings.
- Ensure labs and equipment are properly maintained.

Work, Health and Safety

Outcome: ICS is a healthy and safe work environment for all staff

- Take reasonable care and cooperate to protect the health and safety of self and others.
- Model safe work practices in own behaviours.
- See *Working at ICS: Position Guide* for more detailed information for all staff and Team Leaders.

Business operations

Outcome: ICS administration and management processes support the delivery of positive financial outcomes

- Support the timely production of invoicing and monthly financial reports.
- Identify and implement operational improvements.
- Engage with and contribute to the achievement of ICS strategic goals.

Professional Development and training

Outcome: Personal career goals are nurtured and enhance ICS standing in the profession

- Actively engage in personal professional development, eg. through on-the-job acquisition of expertise, formal training, and through professional activities, organisations and events.

Business development

Outcome: Client relationships and networks are developed and maintained to promote prospective work opportunities

- Discuss with supervisor when opportunities for new business or tailoring of ICS services arise.

Promotion of ICS

Outcome: Staff professional links enhance awareness of the value of ICS work

- Represent ICS at conferences and forums through papers, talks and providing advice as required.
- Engage in networking to build the reputation of ICS, eg. through professional associations and client contacts.

5. ADDITIONAL DUTIES

As required, within the scope of general duties.

APPROVALS AND REVISION

Written/revised by	Approved by	Approval date
Ruth Thompson Operations Manager	Julian Bickersteth CEO	18 February 2020

KEY SELECTION CRITERIA

Skills and knowledge

1. Up to date knowledge and strong technical expertise in Furniture & Wooden Objects conservation.
2. Excellent hands-on technical skills for a variety of materials and project situations.
3. Ability to analyse and develop appropriate treatment methodologies for a range of materials.
4. Excellent written and verbal communication skills in English, including technical report writing and client liaison.
5. Proficient use of business technology including Microsoft Office software and digital photography.
6. Sound working knowledge of, and commitment to, Work Health and Safety practices in the workplace

Personal attributes

7. Strong interpersonal skills that bring positive contributions to the team environment, along with the ability to work independently.
8. A willingness to consult and collaborate on treatments approaches.
9. Strong organisational and time management skills.
10. Outcomes-focused, with a level-headed approach, helpful attitude and excellent work ethic.
11. Strong commitment to client service and building effective working relationships.
12. Strong, demonstrated commitment to the AICCM Codes of Ethics and Practice and the Burra Charter.
13. Enthusiasm for contributing to and furthering the work and aims of ICS.

Experience

14. Minimum 3 years experience as a conservator after graduation with an appropriate tertiary qualification (or commensurate work experience), including performance of technically challenging conservation projects.
15. Experience undertaking hands on work in the furniture and wooden objects conservation discipline.
16. Demonstrated ability to complete work on time.
17. Previous experience of working in the private conservation sector will be valued.
18. Engagement with current conservation practices and developments.

Qualifications

19. Tertiary qualifications in conservation, with training in the relevant discipline.
20. Membership of the AICCM (Australian Institute for Conservation of Cultural Material) or equivalent other professional organisation, or eligibility to apply for membership.
21. Drivers Licence