

<b>Title</b>	Conservation Technician & Framer
<b>Reports to</b>	Senior Conservation Framer
<b>Division/Department</b>	Fine & Decorative Arts
<b>Location</b>	ICS, 53 Victoria Avenue, Chatswood

## 1. PURPOSE

The Conservation Technician & Framer provides conservation framing and technical support for a wide range of conservation projects at ICS labs and on site. Framing and reframing of artworks is a major component of the role, along with contributing to technical problem-solving and providing hands on assistance.

The Conservation Technician & Framer works closely with conservators in the Fine & Decorative Arts Division to support both conservation treatments and ancillary functions such as photo-documentation, purchasing, research, art handling and transport. They play a key role in ensuring that materials and equipment are serviceable and available when required.

Working under conservator supervision, they may undertake elementary conservation treatments according to their skills and experience. Other activities may include project implementation, disaster response, and contributing to project reports and documentation.

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

## 2. REPORTING RELATIONSHIPS

The Conservation Technician & Framer:

<b>Reports to</b>	<ul style="list-style-type: none"> <li>• Senior Conservation Framer</li> <li>• Head of Conservation (Fine &amp; Decorative Arts) re conservation jobs</li> <li>• Operations Manager re business operations</li> <li>• Conservation project managers when working on specific jobs</li> </ul>
<b>May supervise work undertaken by</b>	<ul style="list-style-type: none"> <li>• casual staff</li> <li>• subcontractors</li> </ul>

## 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 and framing**

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

##### **Conservation framing**

- Support and undertake inhouse framing, eg. deframing, reframing, mount cutting, new frames as required
- Develop skills in the discipline of frames conservation as opportunities become available.

##### **Conservation jobs**

- Provide technical support in a range of areas, which may include furniture, textiles, paper, paintings, etc.
- Undertake elementary conservation treatments with guidance and supervision to a high standard in accordance with the AICCM Codes of Ethics and Practice and the Australia ICOMOS Burra Charter.
- Conduct research and seek guidance from colleagues or contacts as required.
- Prepare treatment workspaces, routine preparation of consumable materials, etc.
- Photo-document objects/projects before, during and after treatment.
- Ensure up-to-date treatment records are maintained.
- Assist with preparation, packing and unpacking of site equipment and materials.
- Assist with the handling and transport of objects, including moving oversized and or/heavy objects into and out of storage.
- Support formulation of estimates, eg. sourcing quotes for materials, subcontractors.
- Support report writing as required, eg. drafting and collation of photographs.

##### **Technician duties**

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

- Purchase and collect supplies and materials.
- Maintain equipment, lab and building facilities as required.
- Participate in ICS staff inductions and inhouse projects as required.
- Identify and implement operational improvements.
- Engage with and contribute to the achievement of ICS strategic goals.

##### **Project Management**

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

- Use ICS processes and standard project management practices to manage jobs as required.
- Communicate effectively with clients and colleagues about job requirements and work progress.
- Support the writing of submissions and quotes.

### 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 clients.
- Identify ways to enhance job value (quality, financial, timing) for both clients and ICS, and discuss opportunities with supervisor.
- 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

- Work collaboratively in project teams, which may include conservators and specialist sub-contractors.
- 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.

### Work, Health and Safety

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

- Support all teams to maintain a safe and orderly lab environment
- Manage PPE supplies
- 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.

### 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.

### APPROVALS AND REVISION

Written/revised by	Approved by	Approval date
Ruth Thompson Operations Manager	Julian Bickersteth CEO	16 November 2018
<i>Minor revisions</i> Ruth Thompson Operations Manager	Julian Bickersteth CEO	4 August 2021
<i>Minor revisions</i>	<i>Ruth Thompson</i> <i>Operations Manager</i>	27 March 2024

## **KEY SELECTION CRITERIA**

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### **Skills and knowledge**

1. Excellent hands-on technical skills using a variety of hand tools and other equipment, eg. lifting equipment, drill, woodworking tools.
2. Knowledge and skills applicable to framing/reframing artworks is desirable.
3. Broad knowledge of conservation principles and practices.
4. Meticulous attention to detail, and ability to handle valuable or delicate objects and hazardous materials with extreme care.
5. Familiarity with art materials and art handling.
6. Good written skills and verbal communication skills.
7. Proficient use of business technology including Microsoft Office software and digital photography.

### **Personal attributes**

8. Ability to work independently, set priorities, and manage time effectively.
9. Initiative and willingness to learn, in order to complete a variety of tasks and to work in a constantly changing environment.
10. Strong interpersonal skills that bring positive contributions to the team environment
11. Strong commitment to providing excellent client service.
12. Outcomes-focused, with a level-headed approach, helpful attitude and excellent work ethic.
13. Strong, demonstrated commitment to the arts or heritage conservation.
14. Enthusiasm for contributing to and furthering the work and aims of ICS.

### **Experience**

15. Some experience in framing artworks is desirable
16. Experience working in conservation or an allied field will be helpful, eg. as a framer, heritage technician, skilled tradesperson, or artist with practical skills.
17. Demonstrated ability to complete work on time.
18. Demonstrated ability to work cooperatively with staff from diverse backgrounds and contributing to effective and collaborative teamwork.
19. Demonstrated ability to work safely and manage safety in the workplace, eg. safe work practices, safe lifting, chemical awareness, equipment maintenance.

### **Qualifications**

20. Training in a relevant area, eg. conservation, heritage, arts.
21. Drivers Licence (essential)