



## WADDESDON

### Role Profile

<b>Job Title:</b> Assistant Steward	
<b>Managed by:</b> Collections Steward	
<b>Department:</b> Collections	<b>Location:</b> Waddesdon

The Collection is exceptionally rich in fine and decorative arts of the 18<sup>th</sup> century, including English 18<sup>th</sup>-century portraits, French 18<sup>th</sup>-century furniture and porcelain, drawings and works on paper, textiles, 16<sup>th</sup> and 17<sup>th</sup>-century *objets d'art*, Dutch Golden Age painting, sculpture (including a small contemporary collection), books and bindings, manuscripts and metalwork. The collection is displayed within original 19<sup>th</sup>-century interiors, many incorporating 18<sup>th</sup>-century French panelling.

The Collection 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 also runs the Photographic Library, the Waddesdon Archive and the Textile Conservation Workshop. Within the department, the Steward and her team are responsible for the physical management of the collection and the presentation of the interiors to the public.

The Assistant Steward is part of the team responsible for the management and care of the works of art both on display in the Manor and in store. Working directly to the Steward, he/she will be responsible for the handling of the works of art, the day to day monitoring and management of the environmental controls, the conservation cleaning of the collection and display rooms and stores, liaison with and management of the conservation cleaning team, preparations for the daily opening of the House to the public and the maintenance and day to day management of the display rooms and stores.

The Assistant Steward will work with the Stewards, and curatorial team to support the core work of the department including documentation, project and exhibition work.

### Scope of Role

1. **Conservation, Maintenance, Cleaning and Protection of the Collection and its Contents**

- Assisting with the planning and implementation of the conservation cleaning programme, working with the Stewards and conservation cleaning team.
- Assisting with the planning and implementation of the winter cleaning programme. This involves working off scaffolding towers and handling heavy equipment
- Assisting with day to day management and administration of the conservation cleaning teams.
- Monitoring environmental conditions within the Collection and Stores including dust, light and humidity
- Management of the environmental monitoring system
- Daily monitoring of the Collection on display for the impact of visitors, wear & tear, infestation of insects or pests and general condition reporting
- Object handling within the Collection and Stores
- Day to day management of the Collection Stores
- Routine maintenance in the Collection and Stores including checking and changing light bulbs
- Work with the conservation cleaning team on condition reporting, cleaning and numbering of objects
- Maintaining the records, computerised and other, pertaining to your work
- Preparation of condition and inventory reports
- Assisting with the preparation and management on the ground of the Collection for the public, functions, events, special visits, SIDS, photography and filming, and in the clearing up afterwards. This may involve some weekend and out of hours working
- Working on sewing projects and necessary repairs within the collection
- Assisting with the running of the Statue conservation programme involving condition reporting and cleaning of outdoor statuary as well as maintaining and replacing covers.
- Forming part of the Disaster Planning Project Team, including participation in updating the plan and documentation and planning and delivery of training programmes
- Acting as an occasional courier for objects travelling to exhibitions, loans and for conservation

## 2. **Safety and Security**

- Being aware and following standard Health and Safety guidelines in general
- In particular being careful to follow set procedures when lifting and shifting, when working at height e.g. on step ladders, when working in dusty and dirty environments and when working alone
- Reporting all accidents as required by the Health and Safety policy
- Being aware of the risk of theft and the security measures put in place to prevent it – working around these carefully and reporting anything suspect
- Helping with the setting up of the collection linking in with the set-up of the security system as required
- Taking reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work

### 3. Other Duties

- Attending relevant training courses and meetings as required, in particular participating in conservation cleaning training of the conservation team and interns and ensuring knowledge is always current with National Trust practice
- Assisting the Stewards in running conservation-themed demonstrations and talks for the public
- Assisting the Curators and Stewards with installation of exhibitions and new displays.
- Helping with general training of Manor staff in object handling and emergency evacuation of works of art, as part of the Disaster Plan.
- Helping with visitor services and other staff involved with opening and closing the collection and helping with any training that may be necessary for these roles
- Undertaking any other duties as may reasonably be requested

### Skills & Experience

- General experience and knowledge of working with collections in a Historic House or Museum environment for at least 2 years with some involvement in team management.
- Knowledge of conservation cleaning, object handling, object packing, condition reporting and data management.
- Knowledge or experience of working alone
- Knowledge or experience of working at height
- Sewing experience (domestically or professionally)
- Driver with access to a car
- Staff management capability
- Team worker with good verbal communication skills
- Good manual dexterity
- Flexible and adaptable
- Self-motivator with good sense of initiative
- Careful and accurate with attention to detail
- Able to initiate, plan and implement tasks
- PC Literate in Word, Microsoft Outlook and Excel

### Terms & Conditions

**Contract Type:** Permanent, full time (37.5 hours per week) May include some weekends, evening and bank holidays, for which TOIL will be granted if agreed in advance

**Annual Salary:** £22,000 per annum

**Annual Leave:** From start date, 33 days (including public holidays)

After three full years of service: 35 days (including public holidays)

After five full years of service: 38 days (including public holidays)

After ten full years of service: 40 days (including public holidays)

**Benefits:**

Free National Trust Membership and Partner card

20% staff discounts in our on-site Restaurant and Shops.

Matched company pension scheme up to 10% of salary.

Free parking.

**Application Process**

Covering letter and cv to be sent to [application@waddesdon.org.uk](mailto:application@waddesdon.org.uk) by no later than Wednesday 25 March. Interviews will be held w/c 30 March at Waddesdon.

