



## JOB DESCRIPTION

**Job Title:** Project Conservator

**Department:** Master of the Household's Department

**Section/Branch:** Reservicing Operations team

**Location:** Buckingham Palace

**Reporting to:** Collections Project Manager

### Job Context

Buckingham Palace is currently undergoing a ten-year programme of works to overhaul the building's infrastructure and protect the palace for future generations. The building's essential services - including electrical cabling, plumbing and heating - have not been updated since the 1950s, in the aftermath of the Second World War. As a result, the building is now in urgent need of an overhaul to avert the very real danger of catastrophic failure leading to fire or flood, and incalculable damage to the building and works of art in the Royal Collection.

The phased Reservicing Programme began in 2017 and is sequenced wing-by-wing to ensure the palace remains occupied and fully operational throughout, as both the working headquarters of the Monarchy and the principal residence of The Sovereign. National events such as the Changing of the Guard, Investitures, Garden Parties and the Summer Opening of the Palace will ensure the palace continues to welcome over half a million people each year. In addition to replacing the essential services, the Reservicing Programme will also deliver tangible benefits - including increasing the operational effectiveness of the palace through improving accessibility and energy efficiency.

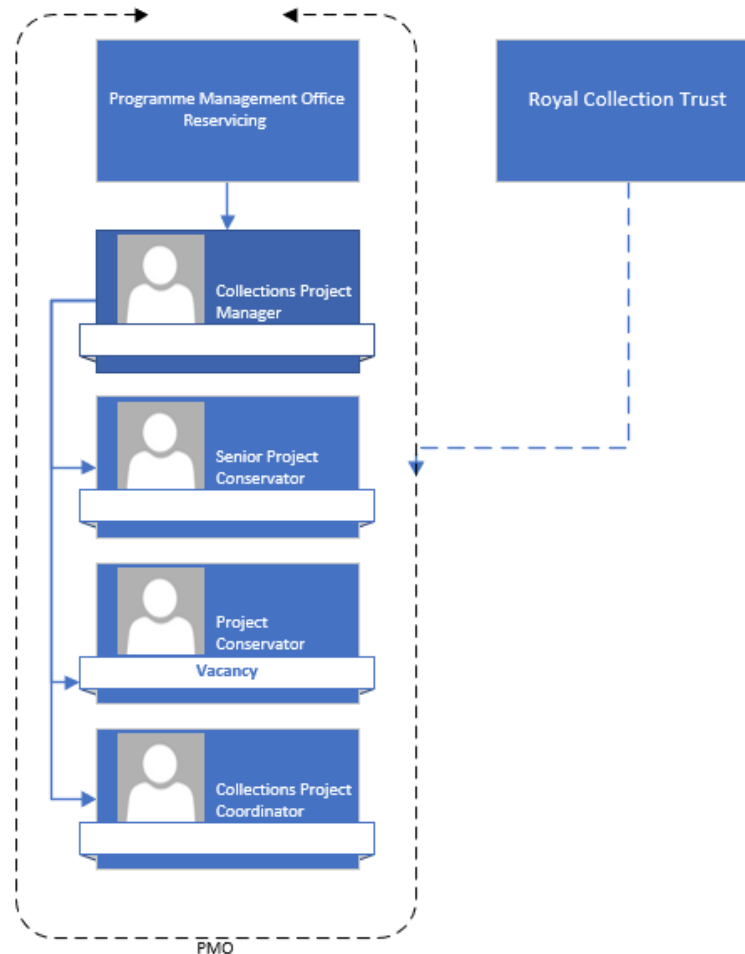
Overall, the programme will futureproof one of the world's most iconic historic buildings, ensuring it remains fit for purpose.

### Job Purpose

The Project Conservator will lead the on-site delivery of individual phases of deinstallation and reinstallation of wings of the palace. Through expert planning and execution they will ensure, with the Royal Collection Trust (RCT) teams, that art collections are moved safely and protected in line with the overall programme of works. They will ensure the proper care of objects remaining in situ in areas of the palace being reserviced and be the on-site point of contact between RCT and the construction team and contractors.



## Organisational Chart



## Principal Accountabilities

### Preventive conservation

- Working with the Senior Project Conservator, develop and manage monitoring programmes in and adjacent to construction areas, including relative humidity, temperature, integrated pest management, dust and vibration. Be responsible for regular checking and data collection as necessary.
- With the Senior Project Conservator, develop reporting mechanisms to ensure the monitoring data is used and any issues are highlighted to the Construction team and broader stakeholders as required.
- Assist with forward planning of preventive conservation measures, monitoring and in situ protection prior to construction phases, including writing specifications and procurement.
- Oversee the installation of in situ protection by contractors and the care of objects remaining in situ during construction work. Be responsible for regular monitoring of the protection and the protected objects throughout the construction phase.
- Respond to issues on site in a timely manner and deal with any unexpected events such as the temporary removal of in situ protection, and design and implement the necessary mitigation to

This document is not contractual and may be subject to change following consultation with the post-holder.



ensure continued protection of the affected objects, in order to facilitate progress of construction work.

- Liaise closely with the Programme Management Office (PMO) construction project managers and contractors, through regular update meetings and integrated working, to understand and mitigate any risks to collections during the construction phase. Provide on site supervision of construction or collection contractors as necessary.
- Provide guidance, induction and coaching for contractors in order to promote awareness of best practice in relation to working in historic buildings containing significant art collections and to minimise risks to works of art.
- Participate in public programmes where appropriate in order to promote public understanding of the works programme.

### **Decant management**

- Working with the RCT team and PMO collections project management team, lead the detailed planning, resourcing and on site delivery of individual decants and reinstalls, with delegated responsibility for particular wings of the palace (such as the East Wing reinstall).
- Supported by the Collections Project Manager, formulate the decant plan for each wing including the completion by RCT of inventory preparations and object condition assessments, compiling object information for tenders, drafting timetables and confirming resource plans with each of the RCT teams involved.
- Lead and deliver the work on site to ensure the collections in each wing are de-installed or re-installed on time and to budget. Manage the work of contractors and art handlers. Assist with the movement of objects where necessary and fulfil courier duties as required.
- Be responsible for the fit out and preparation of temporary stores for decanted collections. Regularly monitor objects and maintain suitable environmental conditions.
- Update decant object movements on RCT's Collections Management System and complete moves documentation as necessary.
- Ensure stores and reserviced rooms are clean and suitably prepared for the installation of collections, including managing and executing conservation cleaning of affected areas as necessary.
- Take responsibility on site for monitoring art handlers and contractors' risk management and health & safety procedures and ensure they are adhered to.
- Work with the Moves Manager for the Reservicing Programme, supporting the work of the wider programme of moves of people and objects as required.

### **Job Dimensions**

This post-holder has no line management responsibility however they will supervise the work of contractors.

### **Decision Making Responsibilities**

The post-holder has considerable independence in day-to-day and operational decisions, and would work closely with senior colleagues and subject matter experts on the development of strategic plans or complex decisions.



## Practical Requirements

The post-holder is required to work 37.5 hours per week, but due to the nature of the position the post-holder must have a flexible approach to working hours and weekend duties, particularly when works are in progress. The post holder will also be expected to assist as necessary with emergencies, if they occur in the duration of the programme.

Although based principally in London, the post-holder may be required to travel and work at other Royal residences. Working at offsite stores will also be required.

## Person Specification

- Professional qualification in collections conservation or equivalent relevant training and experience working as a conservator.
- Understanding of environmental monitoring and control systems for works of art in historic buildings and in storage.
- Experience in preventive conservation and collections care and demonstrable practical experience of working with museum or heritage collections.
- Knowledge of planning, costing and packing up collections for building, decant, storage, filming or similar projects.
- Excellent project management and planning skills including budgeting. Able to demonstrate delivery of projects on time, to budget and to organise effectively a varied and reactive workload. Systematic approach to solving complex challenges.
- Flexibility to respond to project timetables and ability to work to deadlines.
- Hands-on approach to collections care and contractor supervision. Confident working at height on ladders, scaffolding and MEWP.
- Experience of working with and managing external consultants and contractors.
- Exemplary and proven communication and stakeholder management skills; able to engage with varied audiences. Excellent influencer with ability to build and sustain positive relationships outside own area, across teams and disciplines.
- Self-motivator and team player, able to work collaboratively as a member of a multi-disciplinary team.
- Good IT skills, confident using Microsoft Office, environmental monitoring software and digital photography.
- Experience of using collections management systems and documentation practices. Good attention to detail when dealing with large and varied data.
- Knowledge of health and safety requirements relating to preventive conservation and collections care.
- Experience of instructing and demonstrating the principles of conservation and object handling to non-specialists.
- Works well under pressure, balancing competing demands and can respond to changing requirements. Ability to manage potentially conflicting requirements of contractors and collections management.