

Job Title: Assistant Conservator

Reports to: Head of Conservation

Hours of work: 37 per week

Salary: £26,703 per annum

Key Purpose of the role: The primary purpose of this post is to undertake high quality conservation work for external clients and internal projects, and assist in the general day to day operation of the conservation department.

Key Duties and Responsibilities:

- Carry out the examination, investigation and conservation of finds from external and in-house projects.
- Maintain records on the condition and treatment of the finds.
- Help in the promotion of the work of the conservation team and York Archaeology through participation in public events, training activities and articles in relevant publications.
- Maintain high standards of work in accordance with the rules and guidelines of professional institutions including ICON and CIfA.
- Keep abreast of developing conservation techniques and materials through literature, training and other professional development activities.

Key Duties and Responsibilities Continued:



- Assist in the general laboratory housekeeping tasks including the maintenance of equipment, stock control and storage systems.
- Carry out other duties as requested by senior management
- Comply with all York Archaeology Health and Safety policies

Continuous Professional Development

- To take responsibility for self-development, within the continuous appraisal framework, including attending training and taking part in research to enhance personal knowledge, skills and experience

Expected Behaviours

- To be professional and polite at all times and to uphold the standards, values and reputation of York Archaeology in all team, client and public interactions
- To keep York Archaeology and client data confidential at all times



Working Conditions

- York Archaeology currently operates two conservation facilities – a city centre laboratory and a large-objects warehouse on the outskirts of York. Conservation staff work at both locations depending on current projects.
- Site work away from York may be required. Overnight accommodation will be provided when necessary.

Person specification:

	Essential	Desirable
Qualifications	• Master's degree in Conservation. Students who have completed their coursework but are yet to formally graduate will be considered, upon recommendation from their course supervisor. • Commitment to Continual Professional Development. (CPD)	• Driving License
Knowledge & Experience	• Some demonstrable experience in the treatment of archaeological material.	

Person specification:

	Essential	Desirable
Competencies (e.g. communication, interpersonal, teamwork)	• Excellent manual dexterity skills and ability to carry out practical tasks to a high standard. • Excellent observational skills • Strong team-working skills, and the ability to work effectively in a busy lab-environment alongside colleagues. • Ability to carry out prolonged manual work in wet conditions • Ability to work with initiative, accurately under pressure with frequent changes of priority • Excellent inter-personal, written and verbal communication skills • Methodical, accurate and thorough approach to work	• Ability to problem solve and think “outside the box”.

This Job Description is not contractual and does not define or limit the work which you are employed to do, and you may be required to do any work within your capacity which York Archaeology requires from time to time. York Archaeology may make changes to this Job Description, on either a temporary or permanent basis, at any time it is considered necessary.