

<b>Title</b>	Graduate Paper Conservator
<b>Reports to</b>	Head of Paper Conservation
<b>Division/Department</b>	Fine Arts Division
<b>Location</b>	53 Victoria Avenue, Chatswood

### 1. PURPOSE

The Graduate Paper Conservator provides technical and administrative support for a wide range of conservation projects in the ICS lab and on site.

Graduate Conservators work closely with conservators to undertake conservation treatments under supervision and in accordance with their skills and experience. In collaboration with team members, they help to develop and implement conservation methodologies. They also provide ancillary functions such as photo-documentation, purchasing, research and transport. They are responsible for ensuring lab materials and equipment are serviceable and available when required.

Other activities may include project implementation, disaster response, contributing to project reports, and supporting other team members.

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

### 2. REPORTING RELATIONSHIPS

The Graduate Paper Conservator:

<b>Reports to</b>	<ul style="list-style-type: none"> <li>• Head of Paper Conservation</li> <li>• Principal Conservator Paper as required</li> <li>• other project managers when working on specific jobs</li> </ul>
<b>May supervise work undertaken by</b>	<ul style="list-style-type: none"> <li>• conservation technicians</li> <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

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

- Undertake 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 artworks and objects in and out of storage.
- Support development of estimates, eg. sourcing quotes for materials, subcontractors.
- Support report writing as required, eg. drafting and collation of photographs.

##### Technical operations

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

- Maintain a safe and orderly lab environment.
- Ensure labs and equipment are properly maintained.
- Purchase and collect supplies and materials as required.
- Identify and implement operational improvements.

##### 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.
- 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

- Develop client service skills to engage, inform and communicate effectively with clients.
- Support supervisors to manage client expectations during quoting and treatments.
- Support supervisors to ensure clients are involved in decision-making at the earliest time.

##### Teamwork and leadership

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

- Uphold ICS values and ethical professional standards
- 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

- 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.

### 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

Additional related duties, as required from time to time.

### APPROVALS AND REVISION

Written/revised by	Approved by	Approval date
Ruth Thompson Operations Manager	David West Executive Director	15 August 2017
<i>Minor updates:</i> Ruth Thompson Operations Manager		24 November 2020
<i>Minor updates:</i> Ruth Thompson Operations Manager		25 March 2025

<i>Minor updates:</i> Ruth Thompson Operations Manager		9 February 2026
--	--	-----------------

## **KEY SELECTION CRITERIA**

---

### **Skills and knowledge**

1. Up to date knowledge and strong technical expertise.
2. Excellent hands-on technical skills for a variety of conservation jobs and projects.
3. Ability and interest to learn about working with complex conservation challenges.
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 commitment to ICS values and ethical professional practice.
8. Strong interpersonal skills that bring positive contributions to the team environment, along with the ability to work independently.
9. Strong organisational and time management skills.
10. Initiative and willingness to learn variety of tasks and to work collaboratively.
11. Outcomes-focused, with a level-headed approach, helpful attitude and excellent work ethic.
12. Strong commitment to client service and building effective working relationships.
13. Strong, demonstrated commitment to the AICCM Codes of Ethics and Practice and the Burra Charter.
14. Enthusiasm for contributing to and furthering the work and aims of ICS.

### **Experience**

15. Recent conservation graduate or Emerging Conservator with some practical experience.
16. Demonstrated ability to complete work on time.
17. Demonstrated ability to work safely and manage safety in the workplace, eg. safe work practices, safe lifting, chemical awareness, equipment maintenance.
18. Previous experience of working in the private conservation sector will be valued.
19. Engagement with current conservation practices and developments.

### **Qualifications**

20. Tertiary qualifications in materials conservation.
21. Membership of the AICCM (Australian Institute for Conservation of Cultural Material) or equivalent other professional organisation, or eligibility to apply for membership.
22. Drivers Licence (essential).
- 23.