

## JOB DESCRIPTION



<b>Job Title</b>	Senior Conservation Project Manager	<b>Duration</b>	Permanent
<b>Division</b>	Collections Care and Access	<b>Hours/FTE</b>	36
<b>Dept</b>	Conservation		
<b>Reports to</b>	Conservation Operations Manager	<b>Direct Reports</b>	None

### Context

The V&A is a family of museums dedicated to the power of creativity—its power to entertain and move, to enrich our lives, open our minds and change the world. We celebrate and share that power through a programme of exhibitions, events, educational and digital experiences, a collection of 2.8 million objects, and through our support for new works and commitment to conservation, research and sustainable design. Together, our work tells a 5,000-year-old story of creativity, helping to advance cultural knowledge everywhere, and inspiring the makers, creators and innovators of today and tomorrow. We are always working to broaden our audiences so that everyone can be part of the V&A –because the V&A and the power of creativity belong to us all.

The mission of the Collections Care and Access division is to manage, preserve, and provide access to the V&A's collection in both physical and digital format, working across multiple V&A sites, at South Kensington, Bethnal Green and in Stratford. The division is made up of the following departments: Conservation, Technical Services, Collections Management, Photography and Digitisation, and Collections Access.

The Conservation department brings excellence and innovation to the long-term care of the V&A's collections, supporting access to the collections, the V&A's public programme, and care of collections research initiatives.

### Main Purpose of job

The Senior Conservation Project Manager works closely with the Conservation Operations Manager to provide an effective interface between the Conservation department and senior stakeholders at all stages of exhibitions, tours, loans, and capital projects development, guiding colleagues and project designers at the earliest stages of project development to ensure key decisions are undertaken which adhere to the V&A Conservation standards and duty of care.

## Key Responsibilities

Work in close collaboration with the Conservation Operations Manager, acting as a point of contact between Conservation and other departments as well as external representatives in relation to Conservation's operational deliverables to V&A projects.
Support the Conservation Operations Manager in making key early Conservation planning, resource forecasting, and scheduling decisions.
Manage Conservation project folders, with focus on access and consistency of systems and documentation standards. Coordinate input from the Conservation department.
Work in collaboration with other departments to ensure relevant project information is communicated to Conservation, enabling effective planning across the department to meet agreed deadlines.
Work closely with Lead Conservators to provide strategic conservation guidance to stakeholders at the earliest stages ensuring key decisions are undertaken which align with V&A conservation standards and duty of care.
Be fully engaged with and contribute to the exhibition design by acting as a central point for Conservation input. Provide relevant supporting information for design briefs, identifying where projects' stakeholders' expectation challenge museum convention and have the ability and knowledge to influence and negotiate an acceptable compromise.
Provide ongoing support and regular contact with the Conservation and wider project teams.

*The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role.*

## Person specification

Job Specific	Demonstrable project management experience.
	Extensive experience of managing temporary exhibitions or similar in complex and diverse media. The ability to coordinate many tasks within tight time-scale, whilst attending to complex detail.
	Experience of resource planning.
	Relevant experience gained working in a museum conservation workshop or private conservation practice.
	Understanding of the long-term collection care issues and ability to provide expert advice.
Core Skills	Demonstrable analytical and problem-solving skills.
	Understanding the requirements of stakeholders to ensure their needs are being met, ensuring timely and high-quality service delivery.
	An excellent team player with the ability to generate ideas and drive projects forward whilst being inclusive and maximizing the talents of others in the team or involved with the project
	Excellent standard of written English and highly numerate with the ability to carry out complex numerical analysis.
	Significant interpersonal, influencing, and consultative skills, including the ability to communicate, present, negotiate, influence and build credibility with colleagues and external parties
	Experience of using MS Office and other relevant IT systems (particularly project management tools) to an intermediate / advanced level
	Significant experience of managing and prioritizing a high workload and multiple complex issues and tasks in a changing environment with tight deadlines
Behaviours	<b>Respects</b> others' expertise, time, perspectives and contribution.
	<b>Takes responsibility</b> for delivering on actions, achieving high-standards and learning from mistakes
	<b>Open to change</b> , new ideas and suggestions; looks for opportunities for improvement and self-

	<p>development</p> <p><b>Works with others</b> outside their own department in a collaborative, understanding, and, engaging way.</p> <p><b>Actively leads and manages others</b>, taking ownership of corporate decisions and role models positive behaviours.</p>
Desirable	Knowledge of the V&A and its collections.
	Project management qualification.

Hours: Net working hours (i.e. excluding meal breaks) are 36 per week.

Normal working hours are 9am-5.15pm Monday to Thursday and 9am-5pm Fridays.