



## **RECRUITMENT INFORMATION**

Thank you for expressing an interest in working at the National Gallery.

The enclosed papers provide further information about the Gallery, and the department and job for which you are applying. We hope you will find them useful when completing your application.

For further information about the National Gallery, log onto our website:  
*[www.nationalgallery.org.uk](http://www.nationalgallery.org.uk)*

Remember that entrance to the Gallery is free, so do come and visit.

This pack contains:-

Information about the Gallery as a place to work

Information about the department

Job description and Person specification

Contractual and non-contractual terms and conditions of employment

Information about Training and Development

Guidance notes about completing the application form

Application form

Equal opportunities monitoring forms

Pension leaflets

Human Resources Department



## A PLACE TO WORK

The National Gallery houses a world famous collection of Western European painting, from around 1260 to 1900, that belongs to the nation. The building itself is listed, and is instantly recognisable as a major London landmark. Approximately 5 million visitors from around the world visit us every year.

For those who are interested in coming here to work, there is more to learn about the National Gallery.

Visitors are familiar with our security staff who are present in every room in order to protect the pictures and also provide help and advice to the public. However there are more than 600 employees altogether and behind the scenes there are many departments, covering a wide variety of functions from curators, scientists, art handlers and picture and frame conservators to education, exhibition and design experts.

Our visitors come from many different backgrounds and we think the Gallery can only benefit from having staff who are equally diverse. We work hard to recognise, support and develop our staff and believe that everyone who works here should be treated with the same level of respect regardless of their background. We are genuinely committed to equality of opportunity and encourage applications from all sections of the community.

All staff are based in central London. Some are located in the Gallery itself on the north side of Trafalgar Square; others work in refurbished open-plan offices in a modern block behind the Gallery's Sainsbury Wing.

Being in the heart of London provides the perfect opportunity to explore other central London museums and galleries, along with attractions such as major shops, parks, theatres, restaurants and cinemas, and the river Thames.

The Gallery itself is not just a static display of paintings; there is a wide variety of events including temporary exhibitions, lectures, guided tours, films and programmes for schools.

The National Gallery is a vibrant place to visit and a stimulating place to work. Please do refer to our website to find out more: <http://www.nationalgallery.org.uk/>

## **INFORMATION ABOUT THE DEPARTMENT**

The main purpose of the Conservation Department is to ensure the continued preservation of the 2400 paintings in the collection of which approximately 800 are panels. The collection ranges in date from ca. 1250 to 1900.

Priorities for undertaking work on paintings in the Gallery's collection are decided by many factors. The prevention of physical deterioration is the first task of any conservation department, and there is a continuous programme of checking and assessing the collection with particular attention to the more fragile panels in order to identify any change in condition. Other considerations include the curators' priorities, the display of the collection, the Gallery's exhibitions programme, the presentation of new acquisitions, and the need for paintings to be visible enough to identify and catalogue.

Members of the Conservation Department work very closely with members of the Curatorial and Scientific Departments on practical work and research. Much of the Conservation Department's work is in the area of preventive conservation: housekeeping and minor treatment such as blister laying, surface cleaning and revarnishing.

The staff of the department consists of eight conservators, one research associate and one PA.

## **JOB DESCRIPTION**

### **ASSISTANT RESTORER – Band 5 – Job Ref. CON/07/01**

#### **ROLE SUMMARY AND KEY RESPONSIBILITIES**

The assistant restorer will be a member of the Conservation Department, which is responsible for the physical care of the collection. The job-holder will undertake the cleaning and restoration and the structural repair of paintings assigned to them; become involved in research on paintings in the collection, working in collaboration with the Scientific and Curatorial Departments; contribute to publications and lecture on conservation and other research; examine and report on loans and travel with National Gallery paintings on loan.

#### **MAIN TASKS AND ACTIVITIES**

The cleaning, restoration and structural repair of paintings in the collection

To play a role in the preventive conservation of the collection

To participate in research into paintings undergoing treatment and in the technical examination of other works, including those being catalogued by curators.

To document conservation treatments and also to participate in the maintenance of the department's records.

To contribute to articles on conservation treatment and painting technique and to lecture to a variety of audiences on these topics

Examination and reporting on the condition of both National Gallery paintings and external loans as they arrive and depart the Gallery

To undertake courier duties escorting loans of paintings from the collection to and from exhibitions

#### **ORGANISATIONAL ROLE**

The post reports to the Director of Conservation.

## PERSON SPECIFICATION

### ASSISTANT RESTORER – Band 5 – Job Ref. CON/07/01

#### QUALIFICATIONS

##### Essential:

- First degree, or equivalent, in a science or arts/humanities subject followed by a recognised post-graduate qualification in the conservation of easel paintings.
- Some further training and practical experience as a result of internships and/or employment would be an advantage, as would some experience of working on panel paintings, especially those dating from before 1600.

#### KNOWLEDGE AND EXPERIENCE

##### Essential:

- A high level of practical skill in the restoration of paintings of all periods up to the early 20<sup>th</sup> century.
- A well-developed visual and intellectual sensibility to paintings and a strong interest in their technique and conservation.
- Experience in the interpretation of X-radiographs, infrared reflectograms and other forms of technical photography
- Some knowledge of pigment identification, interpretation of cross sections and analysis of organic natural products
- Ability to explain conservation issues and the results of technical examinations to non-specialists and a willingness to write and lecture about these subjects.
- Basic computer skills.
- Willingness to develop knowledge of art history and scientific examination methods and to become familiar with the National Gallery collection

##### Desirable:

- An interest in the structural treatment of panels and canvases and in the preventive conservation of paintings
- Some knowledge of foreign languages, ideally Italian, French and German.

#### SKILLS AND ABILITIES

##### Planning, Problem Solving, Decision Making

##### Essential:

- Self-motivated with the ability to prioritise their own workload in order to meet deadlines and achieve high standards
- A high level of initiative

- Good attention to detail, record keeping and organisational skills
- Flexible and responsive
- Ability to play a role in designing and carrying out research projects
- Ability to ensure health and safety requirements are met at all times and are up to date

## **Communications, Contacts and Teamwork**

### **Essential:**

The job-holder will work closely with members of the Conservation, Curatorial and Scientific Departments and will also have frequent contact with the Registrars, Art Handling, Framing and Photographic Departments as well as occasional contact with the Director and Trustees, Education and Development Departments and should have:

Good communication skills and clear written English

The ability to communicate with conservators, scientists and art historians, both at the National Gallery and in other institutions

The ability to work effectively in inter-disciplinary teams both within and outside department

The ability to communicate with, and to interpret the conservation of paintings and the findings of technical examination for non-specialists

The ability to produce clear, well-constructed and comprehensive reports and to record and document conservation treatments and produce condition reports for loans

A commitment to the publication, understanding and accessibility of the collections

A commitment to service to the public and the wider academic community

The ability to manage health and safety issues

### **OTHER CONSIDERATIONS**

The post holder is expected to have good colour vision.



## **SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT**

### **ASSISTANT RESTORER – Band 5 – Job Ref. CON/07/01**

#### **Salary**

This post is on the Gallery's Band 5. Salary is £28,492 to £34,997.

#### **Pay Review**

Gallery pay bands have a minimum and maximum only and there is no guaranteed progression through pay bands. Pay increases including progression through pay bands are dependent upon government public sector pay policy and affordability, and the Gallery's pay settlement arrangements.

#### **Hours**

The basic hours are 41 week, including one hour a day for all breaks. These hours are normally worked over a 5 day week, from Monday to Friday.

#### **Leave**

The annual leave allowance is 26½ days with pay, rising to 31½ days with pay after 10 years' service. In addition there are 9 days public and privilege holidays.

#### **Probation**

The probationary period is 10 months.

#### **Pension**

The Gallery (through the Civil Service pension arrangements) offers a choice of pension provision, giving you the flexibility to choose the pension that suits you best. Broadly the contribution rate for most new starters is 3.5% and the scheme provides a pension in line with the retail prices index and benefits in the event of ill health retirement and death.

#### **Smoking**

Smoking is strictly prohibited in all parts of the National Gallery. However, in order to meet the needs of smokers, the Gallery had decided to exercise discretion to provide two designated smoking areas outside the main Gallery buildings.

#### **Security Screening**

The appointment is subject to the Security Screening, which includes the verification of identity, employment history for the past 3 years, immigration status and criminal

records. If appointed you will be subject to periodic re-screening of criminal records every 5 years.

The information above is a summary only of the contractual terms and conditions that will apply to the person appointed. The summary does not represent a contractual commitment and, if there is any variation between it and the contract offered on appointment, the contract will apply.

## **NON-CONTRACTUAL TERMS, CONDITIONS AND OTHER FACILITIES**

Our staff café offers a range of subsidised hot and cold meals and snacks.

Staff discount of 25% on all products bought from the Gallery's shops, and on food and drinks in our public self service Café, Espresso Bar and Restaurant. Additionally, a higher discount of 50% is available on hot drinks in the self service Café and the Espresso Bar.

Free admission to our charging exhibitions and 4 complimentary guest tickets to our charging exhibitions.

Use of our library, which is not open to the general public.

Free entry or a concession at a number of museums and galleries.

Free occasional staff lectures (normally held between 9.00 – 10.00 am), which cover aspects of the Collection, temporary exhibitions and other topical subjects.

Season ticket loans - with the exception of staff on casual contracts, all staff with at least two months' service, are eligible to apply for an interest-free loan to buy a season ticket for their journey between home and work.

An employee assistance programme (EAP) providing confidential advice and support is available for all staff, and their immediate families. This service is free of charge.

Staff are able to join the Benenden Healthcare Society that works alongside the NHS and provides private medical insurance, and the HSA which is a benefit scheme that helps pay towards a variety of professional healthcare costs such as optical, dental, physiotherapy, osteopathy and hospital stays. Staff can benefit from a 30% discount on the usual BUPACare prices

Childcare vouchers - staff who are parents can join a salary sacrifice scheme, which enables them to sacrifice a proportion of their salary each month (up to a maximum of £243 per month) in order to purchase childcare vouchers. Vouchers are exempt from Tax and National Insurance and therefore represent a saving for employees.

Cycle To Work Scheme - staff who are over 18 years old, have successfully completed their probation period and have a contract which will run for more than 12 months from the date of implementation, can sign up to a salary sacrifice scheme which enables them to give up a proportion of their salary each month in order to hire a bicycle from the Gallery. The loan is exempt from Tax and National Insurance and therefore represents a saving for employees. At the end of the loan period, staff will have the opportunity to buy the bike for the fair market value.

## TRAINING AND DEVELOPMENT

All employees make a vital contribution to the achievement of the important and challenging aims and objectives the National Gallery has set itself. The Gallery's training and development policy is based on our aim to help you to continue to consolidate and develop further the skills and knowledge you need in order to do your job and make that important contribution to our work.

The Gallery's Training & Development Manager encourages everyone to work with their line manager to identify their professional and personal development needs, planning for the future as well as making sure you've got the skills to carry out your present duties. Together we can then look for the best way to help meet those needs.

Although going on a short course is sometimes the most appropriate thing to do, there are many other types of training and development. Sometimes receiving some coaching 'on the job' is appropriate, or perhaps carrying out some research independently.

Whether or not you attend a course, the training you receive is just the starting point of gaining and developing new skills; it's when you come back to the work place and try to apply what you have learnt that the learning really begins. We encourage staff to see their development as an ongoing process and not just a series of one-off events.

Typical examples of staff development include:

Involvement in Induction events, to give new staff some Gallery-wide knowledge and understanding of the organisation as a whole;

Development of IT competence, both in a group and a one-to-one basis;

Attendance at work-related conferences and seminars;

Development of knowledge about general organisational issues such as health and safety and fire awareness;

Financial support to gain a necessary professional qualification.

Participation in the Gallery's Management Development Programme.

We ask for feedback from you after every training event so we can see whether you got from it what you needed. And your line manager will keep your development under review, both through your annual Performance Review and Development process and through the quarterly reviews during your period of probation.

Though we cannot do the learning for you, we are determined to help you do so while you're here.



## COMPLETING YOUR APPLICATION FORM

It is important to complete all sections of our application form in order to ensure that we have all the information necessary to consider you for the position. Please ensure that the information provided is reliable, accurate and true.

The application is available in a PDF format for completion on paper, or Word format, if you would prefer to type your application.

We do not accept applications via email.

If you have any questions on the information you should provide please contact the Human Resources Department. However, here is some guidance concerning sections of the application form which we hope will be of assistance:

### **Employment History** (part 4 of the application form)

Due to the value of our collection the Gallery undertakes extensive pre employment screening. As part of our security screening process we need to account for all of your time over the past 3 years. Therefore you are required to provide contact details of employers and others who are able to verify the information you have provided. However we are interested in all of your relevant work experience so please provide us with your career history.

### **Supporting Information** (part 8 of the application form)

In this section you should provide any information that supports your application. By using the person specification, it would be helpful if you could outline how your skills, knowledge and experience match the requirements of the post.

### **Declaration** (part 10 of the application form)

In order for your application to be considered, we ask that you agree to the declaration statement and sign it.

Before returning your form to us, please check that you have:

Ensured the job title and job reference number are shown on the front of the form

Completed the Equal Opportunities Forms (Age and Ethnic Origin, and Disability)

### **Acknowledgement**

If you wish us to acknowledge receipt of your application form, please include a stamped, self-addressed postcard. All candidates will be notified of the outcome of their application by post.

## OUR RECRUITMENT PROCESS

### Application

The closing date for this post is 6.00pm on 26 March 2010. Please send your completed application quoting job ref. CON/07/01 to: Nicky Prentice, Human Resources Department, The National Gallery, Trafalgar Square, London WC2N 5DN

We prefer applications to be sent by mail but if you do deliver your application by hand, please write clearly on the envelope the job title, the job reference number and the date on which you are delivering it.

### Shortlisting

After the closing date all applications will be reviewed. Please note that it is not our practise to provide feedback to unsuccessful applicants at this stage.

### Interview

It is likely that there will be a two-stage interview process, with those successful at first interview being invited back for a second interview. The first and second interviews will take place after 12 April 2010. Shortlisted candidates will be interviewed by a panel which will normally include a representative from the HR department. The recruiting manager will also always sit on the panel. If you are shortlisted you will be notified of the panel members in the letter inviting you to interview. In addition, you may be asked to undertake something practical, such as examining a painting. All candidates who have been invited for the interview will receive a letter notifying them of the outcome.

### Pre employment Screening

Due to the value of our collection the Gallery undertakes extensive pre-employment screening. Offers of employment are subject to pre-employment screening which includes security screening, health screening and references. Security screening requires verification of identity, employment history for the past 3 years, immigration status and a criminal record check. Because this process normally takes a month or more and Gallery Assistants are key operational staff, we collect the information required for those invited to interview.

### If you are successful

Following the selection process, successful candidates will be contacted and a conditional offer of employment will be made. Before any offer of appointment can be confirmed and start dates agreed, we must first complete the Security Screening, health checks and reference checks. We will request your signed consent before approaching any third parties for further information.