Archives & Chapter Library
St George's Chapel, Windsor Castle

Job Title: Archives Project Conservator
Location: Archives & Chapter Library, The Vicars’ Hall Undercroft, The Cloisters, Windsor Castle, Windsor, SL4 1NJ
Responsible to: Archivist and Chapter Librarian
Salary Range: £35,000 per annum or pro-rata for part time positions
Contract: 12 months full or part time
Hours: 35 hours per week full time; part time options available (minimum of three days or 21 hours per week).

Background
St George’s Chapel was founded in 1348 as a College of Secular Canons. Its archives, which date from the 12th century, relate not only to the history of the Chapel and associated buildings in the Lower Ward of Windsor Castle, but also to the properties it once possessed in 30 counties in England and Wales. Illuminated manuscripts include the early registers of the Order of the Garter. The archives are largely parchment- and paper-based, but include a photographic collection and a number of items in other media such as leather, glass, stone and hair.

The department is also responsible for the care of the Chapter Library, containing almost 6,000 rare books which date mainly from the 16th and 17th centuries.

In 1999, the Archives and Chapter Library were united in a single building, re-designed and converted, with the support of the Heritage Lottery Fund, to appropriate conditions for storage and access. The Dean and Canons of Windsor have since put in hand conservation and development programmes to preserve and open up the collections to scholars and the general public. Projects include transcription and translation of medieval material, cataloguing in CALM, digitisation of plans, drawings and photographs, and mounting exhibitions both in the Archives and Library premises and in the Chapel itself.

A conservation and collections care audit of the archival material was conducted in the summer of 2019 by an ICON Accredited Conservator-Restorer. The resulting report identified a number of areas for improvement in the condition of the collection to ensure its long-term preservation and public accessibility. These focus mainly on cleaning, repairing damage and improving housing. The Archives and Chapter Library are members of the National Conservation Service.

The person appointed to this project will work alongside a team of three permanent staff - the Archivist and Chapter Librarian, a full-time Assistant Archivist and a part-time Assistant Archivist (Photographs) - and six part-time voluntary workers.
Further details about St George’s Chapel, the College of St George and the Archives and Chapter Library may be found on the College’s website at https://www.stgeorges-windsor.org/archives/

Job Purpose
To assess and improve the condition and storage of the documents in the archival collection of St George’s Chapel, Windsor Castle with the aim of supporting their long-term preservation and public accessibility. To address the defaults reported following the 2019 collection audit. To work alongside the Archivist, Assistant Archivists and volunteers to identify areas for improvement in the collection’s future.

Please note that this role is concerned exclusively with the Chapel’s archival collection and not the Chapter Library.

Main Duties and Responsibilities
1. Treating the archival collection to improve its condition with particular attention to:
   i. removing surface dirt
   ii. stabilising damaged or fragile edges
   iii. addressing deficiencies in primary and secondary housing (including by mounting, making enclosures and measuring for boxes and shoes).
2. Creating a priority schedule for items in need of further conservation and estimating costs of treatment to assist with budgeting.
3. Using existing report templates to record work carried out and improve the information provided about the condition of documents in the department’s catalogue (CALM).
4. Reviewing and updating the recorded locations of items.
5. Contributing to plans to make better use of available archival storage space.
6. Training other staff and volunteers to assist in basic conservation tasks.
7. Preparing items for display in exhibitions within the Archives and the Chapel.
8. Contributing to departmental outreach work by talking to members of the public and writing posts for the Archives blog and Image of the Month about the conservation project.
9. Occasionally assisting staff in the day to day running of the department, such as supervising researchers and group visits.
10. Advising the Archivist and Assistant Archivists on future collections care.

Person specification
Qualifications
A recognised professional qualification in paper conservation covering the conservation of archival documents and books.

Knowledge/Experience
Familiarity with BS 4971 and other relevant British and European standards, including COSHH and health and safety regulations.
Training in archive and book conservation methods.
On or considering the PACR pathway to accreditation.
Experience of working with medieval documents on paper and parchment.
Experience of handling large and awkwardly shaped documents.
Experience of working with CALM cataloguing software would be an advantage.

**Skills/Aptitudes**

Good oral and written communication skills.
Attention to detail and a methodical approach to work.
Strong initiative and problem-solving skills.
Confidence to make recommendations about conservation to other staff.
Motivation to work independently without direct supervision.
Ability to plan and prioritise work and to meet agreed deadlines.
Ability to work collaboratively with a team.
Ability to lift and carry awkward and heavy items and to climb steps to access upper shelves.

**Conditions of Employment**

This role is designed to either be a full-time, twelve month contract, or part time (minimum of 3 days per week).

The Project Conservator is to be employed on a twelve month, fixed-term contract.

The first three months of the Project Conservator’s appointment are probationary.

After satisfactory completion of the probationary period the Project Conservator is required to give one month’s notice to terminate employment. The same period of notice applies in the event of the Dean and Canons wishing to terminate the Project Conservator’s employment.

The salary is £35,000. This will be adjusted pro-rata if the full twelve month contract is not completed or if the Project Conservator opts to work part time. The Dean and Canons have in place a Stakeholder pension scheme.

Annual leave entitlement is 25 days per year. This is exclusive of public holidays. The leave year runs from 1 January to 31 December.

**Closing date for applications:** 31 July 2024

Interviews: are likely to be held **in the week beginning 5 August 2024.**

It is anticipated that the successful applicant will take up the position in September 2024.

To apply, please submit a completed application form and a covering letter to [chapteroffice@stgeorges-windsor.org](mailto:chapteroffice@stgeorges-windsor.org) or The Chapter Office, The Cloisters, Windsor Castle, Berkshire, SL4 1NJ