

June 2019

Thank you for your interest in the Clock Conservation Internship¹. Please find attached the following information:

- Intern objectives and description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter to Rachel Turnbull, HR Officer (Education):

Email: hmailbox@westdean.org.uk

Tel: 01243 818 276

This cover letter should outline:

- Suitability for the internship programme.
- Commitment to the 9 month term with the ability to start the programme on the 1st October 2019.
- Areas that you wish to develop through this programme in regards to your current skill set.

Closing date for applications: **27 August 2019**.

¹ We would like to acknowledge the generous support from the Clothworkers' Foundation that has enabled the Internship position.

JOB TITLE	Clocks Conservation Internship
DEPARTMENT/DIVISION	School of Conservation/Collections
LOCATION	West Dean College of Arts and Conservation
REPORTING TO	Dual report – Clocks Subject Leader and Collections Manager

MAIN OBJECTIVES OF THE INTERNSHIP

The successful applicant will be working on live preventative and remedial conservation projects in a real work environment to enhance their professional knowledge and experience and develop their practice portfolio. This will include working primarily within the Collections team at West Dean (historical house setting) alongside two placements – one with the Russell-Cotes Art Gallery and Museum in Boumemouth and the other at J.E Allnutt and Son in Midhurst.

INTERNSHIP OBJECTIVES AND FORMAT

It is recognised that the successful candidate will have specific skills and development needs. As such, the internship is structured in such a way to allow accommodation around the needs of the intern alongside that of the organisation, with a specific work plan to be agreed with the supervisor and intern once they start on the programme. The supervisors will ensure that ICON standards are embedded in everyday practices in order that the individual can work towards attainment of PACR accreditation.

First 6 months at West Dean (Oct – Dec 2019):

3 days per week within the Collections Team:

- Assessing West Dean's Clocks collection and delivering a programme of preventative conservation.
- Assisting with the process for the intake of historic objects to the workshops, including object handling, transportation and client liaison.

2 days per week within the Clocks workshops:

- Completing a remedial conservation project on an item from the West Dean collection.

Jan – March 2020

Placement within the Russell-Cotes Art Gallery and Museum:

- Intern to complete a conservation project on a particular item. This is likely to be a clock, which requires rehoming to its original position in the house. This process will include deinstallation, transportations to the workshop, conservations treatments, reinstallation and interpretations for visitors.

April – June 2020

- 3 days per week in the Collections Team (following on the assessment and intake of historical objects).
- 1 day per week in the clocks workshop.

- 1 day per week at J.E Allnutt and Son in Midhurst, gaining experience in a commercial clocks workshop.

PERSON SPECIFICATION

The internship programme is open to any graduate from any accredited clocks, making and/or clock conservation programme at Level 5 or above. A lower level qualification of level 3 or above is acceptable if it is accompanied with examples of practical experience/ability.

GENERAL TERMS AND CONDITIONS OF THE INTERNSHIP

Contract:	9 month fixed term contract
Duties :	As per the attached intern description
Salary :	£16,000 FTE per annum (£12,000 pro rata).
Hours :	35 hours per week, Monday to Friday.
Holidays:	33 days per holiday year (1 October to 30 September) inclusive of Bank Holidays. This equates to 25 days pro-rated for the duration of the term.
Accommodation:	There is an offer of contribution towards accommodation costs whilst at West Dean, to be discussed in further depth at interview stage.

For further details of the role and other benefits, please contact Rachel Turnbull, HR Officer – Education: Rachel.Turnbull@westdean.org.uk