THE WALLACE COLLECTION

Candidate Pack

Frames Conservator

Full Time, 40 hrs per week

Fixed Term Contract, 14 months



Introduction

The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the eighteenth and nineteenth centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world. So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897 and opened to the public in June 1900. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. The museum is internationally famous for its collection of French eighteenth-century art, Arms and Armour and for its Old Master paintings.

The museum is managed by the Director Dr Xavier Bray, who reports to a board of Trustees appointed by the Prime Minister, and is financed by a combination of grant-in-aid from central government and self-generated income.

We aim to engage with and diversify our audience and attract over 500,000 visitors a year to the museum.



Our priorities

The Collection is committed to providing access to as wide a public as possible and to helping visitors engage with this diversity. Our goal is to create a place of understanding, cultural pluralism, curiosity and learning. To do this, we plan to create a world-class visitor experience for all ages which stimulates engagement with our collection through a new programme of exhibitions, major gallery refurbishments and an enhanced and expanded digital presence.

Our strategic priorities are to:

- To maintain, research and preserve the Collection for future generations;
- To broaden and deepen visitor engagement, connecting with audiences onsite and digitally;
- To build and support a strong exhibition programme;
- To lay a strong financial foundation for the future; and
- To embark upon a Masterplan programme to transform the museum.



Role summary

The Conservation team comprises a Senior Furniture Conservator, Conservation Craftsman, Collection Care Assistant and Object Conservator. The team forms part of the wider Exhibitions and Collection Care Department.

We are seeking a Frames Conservator with demonstrable expertise in the conservation and care of historic frames to lead the care and conservation of the Wallace Collection's historic frames. This is a fixed-term, project-based role of 14 months, with the aim of assessing, prioritising and treating 80% of the Collection's frames.

Working as part of the Conservation Team, the postholder will develop and deliver a programme for the conservation, treatment, documentation and long-term care of the frames within the project's scope. The role will ensure that the frames are preserved to the highest professional standards and remain fit for display, storage, transport and loan.

This role reports to the Senior Furniture Conservator.



Role description

General

- Develop and deliver a project-based programme for the conservation of the Collection's frames, with the aim of planning, assessing, prioritising and treating 80% of the Collection's frames within the contract period, ensuring they are suitable for display, storage, transport and loan, in accordance with recognised professional conservation standards.

- Plan and undertake the safe unframing, reframing, movement and rehanging of paintings.

- Carry out structural repairs for weak or damaged frames, fit build-ups, backboards, glazing, slips, reframe and make bespoke new frames to professional conservation standard.

- Conserve carved and gilded frames, composition ornament, and other historic frame types using the appropriate conservation techniques.

- Maintain comprehensive treatment records, condition reports, survey data and photographic documentation using the Museum's collections management system, enabling progress against project targets to be tracked.

- Ensure compliance with Health and Safety legislation, including COSHH, undertaking risk assessments and maintaining safe working practices.

- Oversee the dedicated areas in the workshop and the conservation studio, ensuring compliance with all health and safety legislation.

- Work with the Collection Registrar, external Paintings Conservator and Exhibitions to advise on the display, transport, storage requirements of frames.

- Identify treatment priorities and coordinate schedules in line with the agreed programme of work. Coordinate gallery closures for (un)hanging paintings, working closely with colleagues across the museum to minimise disruption.

- Work with the Conservation Team in the safe movement of objects on and off display, ensuring collections management procedures are followed.

Resource Management

- Maintain stocks of conservation materials and specialist supplies required for the project.

- Monitor project expenditure and report progress against the agreed programme of work, including the proportion of frames assessed and treated.

Other

- Keep abreast of advancements in the conservation profession and participation in relevant external networks.

- Carry out 'Courier' duties for objects from the Collection on loan to national and international venues and external conservation studios, when required.

- Support emergency planning and salvage procedures relating to the Collection.

- This job description cannot be considered to be exhaustive and other duties will be determined by circumstances as and when required.

Person specification

Essential

- A recognised professional qualification in frames conservation or equivalent professional experience conserving frames.
- Significant experience in the handling, unframing and re-framing of paintings.
- A well-developed understanding of the aesthetics of historic frames and how this relates to the presentation of paintings in the Wallace Collection.
- Significant experience and skill in surface gilding conservation and replacement of frame mouldings and reintegrating surfaces.
- Experience of technical framework, e.g. fitting build-ups, backboards and glazing, and willingness to develop skills, through training.
- Computer literacy, including proficiency in Microsoft Office 365 applications, image processing and the use of collections management systems.
- A sound understanding of COSHH regulations and related health and safety requirements for conservation.
- Experience in the handling and movement of art works.
- Ability to work safely at height and undertake manual handling activities.
- Highly organised with the ability to effectively prioritise a varied workload.
- A flexible and proactive approach, with the ability to perform calmly under pressure.
- Ability to work independently or as part of a team.
- Excellent communication skills, both interpersonal and written.

Desirable

- Experience of overseeing the work of freelance Conservators.
- Enthusiasm and passion for the Wallace Collection.



Salary, benefits and working hours

The salary for this role is between £34,500 and £38,500 per annum dependent on skills and experience.

Holiday Entitlement
In addition, the post-holder will receive, pro-rated, 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered the following benefits:

- **NEST Pension Scheme**
  Interest free loans after six months satisfactory service
  Interest free season ticket loan
  Cycle to work loan
- **Eye Tests**
- **Occupational Health Service**
- **Annual Flu Jab**
- **Full access to a free and confidential Employee Assistance Programme**
  Services available 24/7 and 365 days per year to all employees
  Free therapy service of up to six sessions per issue, per year (each session lasts 45-50 minutes)
- **Access to Mental Health First Aiders**
- **Parental Leave**
- **Training and Development Opportunities**

For this post, the normal working week is a five-day week, Monday to Friday. The normal working day will be 09.00 to 17.00. However, some flexibility will be expected to allow for occasional early morning to complete object moves and redisplays.

How to apply

Please complete the Application Form, and the Equal Opportunities Monitoring Form, following the links provided on our website. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to **recruitment@wallacecollection.org** by midnight **08/12/2026**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place week commencing, **14/12/2026.** Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Start date: As soon as possible

Appointment to the role is subject to a satisfactory Basic Disclosure check. The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.




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