

Fox and Hinge Conservation Pty Ltd.

Reference Information

Position	Head of Paper Conservation
Reporting to	Principal, Fox & Hinge Conservation Pty Ltd
Employment Type	Employee, full-time (5 days per week)
Employer	Fox & Hinge Conservation Pty Ltd
Location	103 Percival Road, Stanmore, NSW 2048

Who is Fox and Hinge?

Fox and Hinge is a dedicated paper conservation business that will begin operation as of the 1st of September 2020.

After long consideration, the business owners have identified a niche in the paper conservation market, which they are keen to fill and capitalise upon to serve the needs of private, institutional and commercial clients in Sydney and its surrounding areas.

A dedicated focus on the conservation of works on paper means that Fox and Hinge will provide treatments across the full range of paper media, from maps, plans and books to artworks, including watercolours, gouaches, pastels, pencil or ink drawings, mixed media and photographs.

What the work involves (1)

As a paper conservator, we will look to you to perform paper treatments of high quality, to budget and to professional standards. Beyond that minimum, we expect the appointee to take charge of:

- Client consultations
- The preparation of condition reports
- The development of quotations
- The preparation of work orders
- The tracking of work progress
- The drafting of client invoices and work reports
- The release and delivery of completed works and, generally,
- The on-going communication with clients throughout the work process
- The ordering and stock management of conservation goods and supplies
- The maintenance of equipment and facilities in safe and sound operating order.

What the work involves (2)

The appointment is a seminal one for Fox and Hinge. It is challenging role, yet one that is also rich in for an enterprising professional with long horizons and the will to invest.

As the Head of Paper Conservation, we will look to you to work in close collaboration with Sophie Brown Conservation Framing and with Sophie Brown, the Principal, in particular, to launch and establish Fox and Hinge as a viable business within 12 months, including contributions to the following:

- Organisationally (recruitment, resource management)
- Operationally (policies, procedures, processes and practices)
- Technically (equipment, facilities)
- Commercially (costing, pricing, profitability, work inflows).
- Reputationally (quality of work, promotion, client relationship development)
- Administratively (communication, systems).

Assuming a positive outcome at the twelve-month mark and subject to the Principal's approval, we would anticipate the role to grow into to include a greater measure of supervisory responsibility as we would anticipate one or two more staff to have joined Fox and Hinge at that juncture (i.e. EOFY 2021).

What we think the appointee will need to succeed in the role (1)

While we have no expectations about a 100% fit between the candidate's profile and our list of expectations, we will consider applications against the two types of criteria listed below.

The Non-Negotiables

- A recognised tertiary qualification in paper conservation
- Three years or more of first-hand experience in the field, producing work for both institutions and private clients
- Verifiable track record in producing work to quality standards, time tables and budget constraints
- Demonstrated organisational ability (time, work, materials, approaches)
- Demonstrated understanding of client orientation and service
- Genuine written and verbal communication skills in the English language, and
- An Australian Driver's Licence
- An Australian residency permit or citizenship.

What we think the appointee will need to succeed in the role (2)

Beyond the non-negotiable attributes listed above, your ability to call on the following as part of your skills and experience will have great appeal for us

The Desirables

- A deep commitment to the conservation of works on paper, along with the examination of the science, technologies and evolving methods that support it
- An equally deep respect for conservation principles and ethics, such as those of the AICCM
- A sound appreciation and experience of commercial realities as they affect the execution of work
- A practice style that demonstrates an awareness of, and care for, safe work precepts and regulations
- A personality that is equally at home with unsupervised work, directed work and team efforts
- An energetic character that speaks to concentration, patience, perseverance, courage and resilience.

Remuneration

A market-competitive salary package commensurate with experience will be negotiated with the successful candidate.
