

KSH Conservation Ltd

CONSERVATION & RESTORATION OF FINE PAINTINGS & ASSOCIATED WORKS

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JOB INFORMATION PACK

This application pack for the position of Office Manager and Research Assistant at KSH Conservation Ltd includes:

- About KSH Conservation Ltd
- Job Description
- Person Specification

KSH CONSERVATION LTD

KSH Conservation Ltd has a worldwide clientele and is one of the UK's leading independent practices specialising in paintings conservation and restoration. We comprise 5 full time experienced conservators, working on important old master and contemporary paintings from the 14th century to the present day. At any one time the team is busy with a wide variety of complex practical treatments and in-depth technical and historical study with research often leading to academic publications. This position presents an unrivalled opportunity to gain experience of art conservation and the heritage industry at the highest level while being part of a dynamic and supportive team.

Office Manager and Research Assistant

JOB DESCRIPTION

Title: Office Manager and Research Assistant
Period: Permanent full time /or temporary part time contract starting as soon as possible.
Hours: Generally 35 hours p/w minimum for a full time position, working Monday – Friday, 9am – 5pm. However we work a flexi-system and working times can be negotiated.
Salary: £24,000.00 - £28,000.00 pa, or pro rata if a negotiated contract is agreed, subject to experience.
Reports to: Director
Place of Work: Houghton, near King's Lynn, Norfolk PE31 6ZD

Purpose of Role

The purpose of this role is to provide high level administrative support to our busy, close-knit team of conservators in addition to assisting with project related art historical research. In this varied role, the post holder will become a key member of this small team. Tasks will include accounts

management, client liaison, employee management, website maintenance, supplies management, preparation of tender submissions and project reports.

Being a small business, the Office Manager and Research Assistant is responsible for a very wide variety of tasks, some of which may take only a few minutes each week and some will only need attention periodically. Below is a breakdown of the estimated time allocated to each function of the role:

Accounts Management; Sales & Supply; Book Keeping; Assistance with Employee Management; Assistance with Company & Project Management.	40%
IT, Website & Related Media; General.	20%
Assistance with Research, Report Writing & Academic Publications.	40%

Key Tasks and Responsibilities

Accounts Management

- Preparation of year end information for our Accountants
- Liaising with Accountants at annual review /year end, and on a regular basis throughout the year - including on monthly payroll. (NB our Accountants are currently responsible for the paperwork side of our payroll, including operation of PAYE/NIC system with RTI monthly submissions, plus preparation of monthly payslips, P60s and P45s when required.)
- Monthly financial meetings with Director, including preparation of SAGE reports and cash flow
- Assisting the Director with short and long term financial planning
- Monitoring turnover

Sales and Supply

- Preparation and of sales /client invoices, sending, tracking and chasing late payments
- Payment of supply invoices, sending and tracking
- Supplier /materials research, negotiating, procurement /ordering, and tracking deliveries
- Liaison with suppliers and specialist suppliers
- Liaise closely with staff over studio supplies and materials required
- Maintain office supplies

Book Keeping

- Using both our digital account storage system and paper files, process client sales and supplier invoice records
- Entry of invoices, receipts and payments into SAGE
- Online payment, processing and completion of VAT quarterly returns
- Liaison with HMRC when necessary

IT, Website and Related Media

- Liaise with our IT consultant for network maintenance, repair and replacement of hardware and/or update of software when necessary
- Run, oversee and maintain our network accessed storage system and in-house digital filing structure: this includes a large digital image storage system
- Assist with staff enquires over computer and IT issues
- Maintenance and updating of website on a regular basis

- Proposing, developing and implementing a social media presence

Assistance with Employee Management

- Weekly monitoring of digital individual staff time spreadsheets completed by employees on a daily basis
- Preparation as arising, and weekly monitoring of digital job/project time spreadsheets completed by employees on a daily basis
- Preparation on an annual basis, and monthly monitoring of digital individual annual holiday spreadsheets completed by employees on a monthly basis
- Reporting to the Director on any anomalies regarding the above spreadsheets immediately they arise
- Arranging interview dates and times with new job applicants, and preparation and processing of new contracts and security paperwork for new staff.

Assistance with Company and Project Management

- Assist the Director in dealing with correspondence and client liaison as much as possible
- Liaise with insurers at annual review; maintain current list of artworks in our care; arrange additional special insurance when necessary
- Liaise with our external storage facility /supplier as and when required
- Liaise with art transport agents, arrange collection and delivery of artworks
- Preparation, processing and filing of delivery/return paperwork
- Liaise with art installation agents, framers, and other freelance specialist conservators as and when required
- Assist Director with compiling budget costs and project estimates and quotes
- Assist Director with compiling, completing and submitting tender submissions and costed project proposals
- Assist Director and other staff with individual project management via weekly monitoring of budget expenditure and target deadlines
- Monitor and remind staff on timely completion of final project related in-house treatment /technical /art historical reports

Assistance with Research, Report Writing and Academic Publications

- On a project by project basis, and liaising closely with the Director and other staff, carry out online research relating to background art history, technical art history and provenance, as instructed
- Similarly carry out reading and archive research (sometimes requiring visits to libraries and record offices), as instructed
- Correspondence related to obtaining copies of archived images and documents, and to copyright agreements
- Assistance with drafting reports for clients
- Assistance with drafting academic papers for publication (with potential to be cited as co-author).

General

- Completion of your own individual staff time and job/project time spreadsheets on a daily basis
- Completion of your own annual holiday spreadsheet on a monthly basis
- Answer phone, take messages and forward on when necessary
- Represent KSH Conservation Ltd at professional forums and events if required
- Arrange and attend bi-monthly staff meetings, reporting on relevant areas of work and disseminating information where required

- Operate in accordance with KSH Conservation Ltd's employment, health and safety, equal opportunities and other practices, policies and procedures
- Act as a key-holder as appropriate and when required
- Flexibility regarding availability outside normal working hours may be required from time to time
- Undertake such other duties as may reasonably be required.

PERSON SPECIFICATION

Essential

- General office management experience
- Experience of records management and the management of digital assets
- Skills in basic accounting, book keeping and digital spreadsheets
- Research and writing skills
- Strong IT literacy
- Strong project management skills and the ability to gain a clear overview of an organisation and its activities
- Strong interest in fine art and paintings
- Ability to balance competing priorities in a busy, demanding environment
- Ability to work independently and on own initiative
- Excellent written and verbal communicator
- Ability to work well with internal and external colleagues, collaboratively and in a team-oriented way
- Excellent interpersonal skills, and the ability to deal efficiently and diplomatically with complex tasks and enquiries
- Friendly, reliable and enthusiastic
- Confident, diplomatic and discreet
- High attention to detail
- Calm under pressure
- Committed to the role with a desire to develop it
- Driving licence and own transport

Desirable

- Business and accountancy related qualifications
- Knowledge of SAGE software (training can be provided)
- Knowledge of western art and art history
- Academic background in Art History/Humanities
- Knowledge of preservation, conservation and good-handling practices
- Experience of working within a fine art or art archive environment
- Experience managing records in a post with similar responsibilities, ideally in a museum or heritage organisation or similar environment
- Additional language(s)

An offer of employment may be subject to satisfactory disclosure from the Disclosure and Barring Service.