



an agency of the
Department of Sport, Arts and Culture

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www.nasmus.co.za

Incorporating the satellites:	Insluitend die satelliete:
Oliewenhuis Art Museum	Oliewenhuis-kunsmuseum
Freshford House Museum	Freshford-huismuseum
First Raadsaal	Eerste Raadsaal
Wagon Museum	Waenhuismuseum
Florisbad Research Station	Florisbad-navorsingstasie

VACANCY (Permanent)

Job Title: Principal Conservator / Collections Manager: Oliewenhuis Art Museum

Salary Scale: DPSA Level 8

The National Museum, Bloemfontein is seeking to appoint a Principal Conservator/ Collection Manager at Oliewenhuis Art Museum. The incumbent will ensure the proper care and conservation of the Oliewenhuis Art Museum's Permanent Collection and to manage all administration relating to it. This includes conducting research on, and archiving any information, pertaining to the Permanent Collection and artists represented.

Requirements:

- Minimum NQF Level 8 BA Honours Degree in Visual Arts. Ideally a Masters' Degree.
- Code 8 Drivers License
- A minimum of 5 years' experience working in art conservation in an art museum or similar heritage organisation where you would have gained superior knowledge and experience in the conservation of artworks.
- Ability to conduct research and create content

Visit www.nasmus.co.za to see the full job description.

- The National Museum is committed to Employment Equity and aims to attract and retain talented individuals to achieve its equity objectives. Therefore people from designated groups, including those with disabilities, are encouraged to apply.
- The National Museum reserves the right not to fill an advertised position.
- If you meet ALL the stated requirements, kindly e-mail your application to hr@nasmus.co.za, including a covering letter, the application form (obtainable on www.nasmus.co.za), and copy of your identification document, copies of qualifications and a comprehensive CV (including three referees with their contact details).
- Applications not meeting the criteria will be disqualified.
- Should you not hear from us within 2 weeks after the closing date, consider your application unsuccessful.
- Communication will be limited to the short-listed candidates only.
- Short-listed candidates will be subjected to a comprehensive selection process.
- The closing date in respect of these positions will be the **17 September 2021**.
- Telephonic Enquiries: **051 447 9609**

We thank all applicants for their interest.

JOB DESCRIPTION

Principle Conservator / Collections Manager at Oliewenhuis Art Museum

Purpose of the Position

The purpose of this position is to ensure the proper care and conservation of the Oliewenhuis Art Museum Permanent Collection and to manage all administration relating to it. This includes doing research on, and archiving any information, pertaining to the Permanent Collection and artists represented.

Key Performance Areas:

1. Conservation and curation, and administration of Oliewenhuis Art Museum's Permanent Collection.
2. Do research on, and archive any information, pertaining to the Permanent Collection and artists represented, and disseminate the information through publications, exhibitions, answering queries and giving relevant training to staff members.
3. Responsible for the following aspects of temporary exhibitions: transport of artworks, insurance, packing and unpacking, completing condition reports and creating labels. Assist exhibiting artist / curator with sales of artworks when necessary.
4. Manage local the woodcarvers outreach program by selecting and displaying, with labels, their artworks in the foyer of the Main Building. Managing payments to them with assistance from the Administration Department.
5. Manage budget relating to conservation, restoration and safety and security of artworks and assisting with general administration, research projects and events.

Scope:

- Conservation of the Permanent Collection, including maintaining a conservation and housekeeping schedule to ensure high standards of collections care, from acquisition to conservation to display according to accepted ICOM and SAMA standards.
- Manage climate control in all areas housing artworks and manage data loggers and its information.
- Responsible for arranging restoration, mounting and framing of Permanent Collection artworks according to the minimum acceptable standards according to accepted ICOM and SAMA standards.
- Maintain and update the hardcopy database (composes concise description of objects, and records descriptions on file cards and in collection catalogue). Maintain and update the digital database, using Logos Flow.
- Administrate incoming and outgoing loans effectively.
- Stay updated with insurance policies of the National Museum and make arrangements for the insurance of Permanent Collection artworks as well as artworks for temporary exhibitions.
- Stay updated with copyright legislation and manage licenses to reproduce artworks.
- Be able to do scholarly research on, and archive any information pertaining to the Permanent Collection and artists represented, and disseminate the information through publications, exhibitions and collaboration with the Education Officer and education programmes and activities.
- Provide relevant conservation training to all Oliewenhuis Art Museum staff members, including Interns: Art Museum Guides and interns specifically appointed to assist with Principle Conservator/ Collection Management duties.
- Assist Education Officer with managing research library.
- Handle queries related to the Permanent Collection.
- Arranges for photography of artworks in the collection for documentation and publication purposes.
- Provides scholars and the public access to information about the museum's collection and holdings and may arrange for viewing of the collection.
- Responsible for the following aspects of temporary exhibitions: transport of artworks, insurance, packing and unpacking, completing condition reports and creating labels. Assist exhibiting artist / curator with sales of artworks when necessary.

JOB DESCRIPTION

Principle Conservator / Collections Manager at Oliewenhuis Art Museum

- Maintain permanent and temporary exhibitions and ensure professional presentation to the public at all times.
- Manage budget relating to conservation, restoration and safety and security of artworks.
- Assist with general administration, projects and events.
- Assist Curator with acquisitions process and Advisory Committee administration.
- Manage local woodcarvers outreach program by selecting and displaying, with labels, their artworks in the foyer of the Main Building. Managing payments to them with assistance from the Administration Department.

Requirements:

- Minimum NQF Level 8 BA Honours Degree in Visual Arts. Ideally a Masters' Degree.
- Code 8 Drivers License

Experience:

- A minimum of 5 years' experience working in a museum or similar heritage institution.
- Experience in collection related administration, such as maintaining a database, administering loans, arranging transport for artworks and exhibitions and managing budget related to conservation, restoration and safety and security of artworks.
- Experience in disseminating information related to a visual arts.
- Experience in publishing research relating to collections would be an advantage.
- Experience in correct handling, packing and transport of artworks and completing condition reports.

Knowledge and skills:

- Knowledge of the conservation of artworks and implementing conservation measures and schedules, including managing climate control.
- Knowledge of conservation and restoration standards according to accepted ICOM and SAMA standards.
- Knowledge of museum principles.
- Knowledge of and interest in history of art and mediums used in creating artworks.
- Knowledge of conservation framing and knowledge of the right materials to use in mounting and framing of works on paper as to be able have the works framed to museum standards.
- Knowledge of different types of art collections and the handling thereof.
- Knowledge of administering an art or heritage collection.
- Knowledge of Word and Excel and ability to work on database of artworks.
- Knowledge of the safe and correct handling different art objects.
- Effective communication skills, both written and verbal and the ability to disseminate information relating to a collection.
- Knowledge of requirements for transporting artworks, packing and unpacking artworks and doing condition reports.

Personal Attitudes:

- Willingness to take responsibility of a valuable and irreplaceable art collection and understanding the importance thereof.
- Highly organized and able to create, plan and implement projects, schedules and systems related to KPA's.
- Exceptional attention to detail.
- The ability to work under pressure and adaptable to change.
- Sound organizational and interpersonal skills.