

**Winter Conservation Intern**

**Job Description and Person Specification**

Post: Winter Conservation Intern

Dates: w/c 10 November 2025 until 28 Feb 2026

Location: Kiplin Hall, near Scorton, Richmond, North Yorkshire, DL10 6AT

Salary: £12.21 per hour

Hours of work: Part time (between 15 and 20 hours per week to be agreed with the successful applicant), can be divided over 3 or 4 days per week

Responsible to: Collections Officer

**Job Description – Job purpose, duties and responsibilities**

This is an opportunity for anyone interested in the conservation of a historic house and an Accredited Museum Collection to get some practical paid experience. The intern will receive training in all aspects of the role, and support and guidance from our Collections Officer and Programming Curator. They will have the chance to undertake the wide variety of collections care, conservation and cataloguing tasks that are needed in a historic house/Accredited Museum setting. There will also be the opportunity to work alongside our team of passionate and dedicated volunteers.

**With the support of other staff in the organisation, the post-holder will be required to:**

* Undertake general preventative Conservation Cleaning (e.g. dusting and vacuum cleaning)
* Deep conservation cleaning (e.g. cleaning curtains, walls, floors and ceilings as well as furniture and other objects)
* High level work (including safe working from a scaffold).  Years of experience has shown the high level cleaning work is a critical path task that dictates the pace of the winter cleaning as a whole. This year we will use two scaffold towers to speed the process and so it is critical that the post holder is physically able to use one to include high-level work
* Support the Collections Officer in completing condition report checks
* Object marking and labelling
* Update the collections database (using Modes Complete computer software)
* Assisting with moving items for displays. Checking and updating condition reports. Creating new condition reports when required.
* Note: Notwithstanding the Job Purpose and Duties & Responsibilities included in this job description, the post holder must be prepared to undertake additional tasks, duties and responsibilities at the discretion of House and Collections Officer and that fall within the general remit of collections and conservation.

**Specific training you will receive (in house unless otherwise specified)**

* Use of 2-way radios
* Use of Modes (collection database software)
* Object marking
* Condition reports
* Use of scaffold – building, dismantling, and use.
* Conservation cleaning and general cleaning of various materials
* Emergency Salvage
* Other suitable opportunities may arise through third party suppliers (such as Museum Development North)

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| **Person Specification:**  | **Essential** | **Desirable** |
| **Knowledge and Experience** |
| Interest in working with historic collections | **Y** |  |
| Experience of being a/working with volunteers |  | **Y** |
| Experience in conservation cleaning or theoretical knowledge of the subject  |  | **Y** |
| **Personal Skills** |
| Keen to learn | **Y** |  |
| Attention to detail | **Y** |  |
| IT literate | **Y** |  |
| Good hand / eye coordination |  | **Y** |
| Physical ability to use scaffolding and floor polisher | **Y**  |  |
| Willingness to work in (potentially) spooky gloomy rooms |  | **Y** |

This specification represents a shopping list of knowledge, skills and experience. We are keen to hear from any applicant who feels they meet a majority of the criteria. We don’t expect everyone to be able to meet every single criterion, and we will provide training and development to help the selected candidate to be able to fulfil all the responsibilities of the post.

Kiplin Hall CIO is an equal opportunity employer. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age

Dates

Mon 22nd Sep (9am) - job applications close

W/c 6th Oct - interviews (possibly on Thurs 9th, depending on what room is available!)

W/c 10 nov - start

For more information see

[www.kiplinhall.co.uk/jobs](http://www.kiplinhall.co.uk/jobs)