

Stowe House Preservation Trust

**Job Description**

**Job Title: Assistant House Custodian**

**Department: Stowe House Preservation Trust (SHPT)**

**Accountable to: House Custodian**

**Purpose of the job:**

This role works closely with our House Custodian across a wide range of responsibilities, helping to support our busy and growing charity.

**Stowe House Preservation Trust**

Stowe House Preservation Trust (SHPT) opens Stowe House to the public as a heritage property and restores it for the nation. Our partners the National Trust own and manage the landscape gardens and opens the grounds to over 200,000 visitors a year. Stowe House is open to the public during the school holidays and, for guided tours, during term time. Stowe House is a working independent school, the school make use of many of the historic spaces and we work in close partnership to ensure a successful collaborative approach.

This position with SHPT supports Anna McEvoy (House Custodian) across a wide range of responsibilities. Working preferably Tuesday to Thursday, the Assistant House Custodian is involved in all aspects of the ongoing conservation and upkeep of Stowe House, working closely with SHPT and School colleagues, and external contractors and stakeholders, to ensure that Stowe House continues to develop and thrive.

**Key Responsibilities and Accountabilities**:

* Assist with the SHPT Museum Accreditation application, including writing and implementing Spectrum-compliant policies and procedures
* Supporting the House Custodian with collections care and management planning and delivery
* Supporting the House Custodian with the implementation of a new collections management system and associated data entry and data management
* Attending relevant restoration meetings and taking minutes for some ongoing committees
* Ongoing maintenance log updates and environmental control monitoring and reporting
* Artefact acquisitions and loans artefact paperwork and conservation
* State Room and artefact deep cleaning, and regular working with the School’s housekeeping team
* To support the House Custodian in her role as Secretary of the Hall Bequest Trust
* Answering external research questions
* Assisting with the salvage plan update and assisting the Stowe/Claydon salvage group co-ordinator
* Involvement in restoration projects research and write up
* Involvement in Old Stoic lunches and tours to promote SHPT and restoration projects
* Assist with writing regular articles for The Corinthian, StoweMail, The Stoic and social media content
* Day to day administration tasks relating to restoration projects – using Basecamp software
* Assist with the oral history project

In addition to these specific responsibilities, you will work closely as part of the small SHPT team, ensuring that there is effective collaboration and communication with SHPT colleagues.

You will be a positive representative for Stowe House and ensure the continued good working relationships with Stowe School, Stowe Events, and the National Trust to contribute to the further development of the visitor experience at Stowe House.

**Person specification**

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * Full driving licence | * A relevant qualification such as history, history of art, archives or museum studies |
| **Specialist Skills & Experience** | * Experience in the heritage sector * Experience of working with databases * Excellent knowledge of Microsoft Office packages * Good written communication skills * Excellent general ICT skills * Excellent telephone manner | * Understanding of Museum Acceditation and Spectrum standards * Experience of undertaking basic cleaning of collections and historic interiors * Experience of working in a small team and with volunteers * Experience of working with committees, volunteers or charitable organisations |
| **Personal Qualities** | * Ability to work independently or within a team * Well organised and the ability to adapt | * Continued professional development and a willingness to undertake sector and role specific training * An interest in history, architecture, research and archives |

**Terms and Conditions:**

The salary for this role is up to £15,000 (up to £25,000 pro rata), and employment will be with Stowe House Preservation Trust.

Hours of work: 22.5 hours per week, 52 weeks per year.

Working pattern: A regular pattern of Tuesday, Wednesday and Thursday from 9am to 5pm (including 30 minute unpaid lunch break) would be preferred, although there may be flexibility for the right candidate.

Annual leave: 25 days pro rata plus bank holidays pro rata.

Date agreed: January 2024

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.