

ANTARCTIC HERITAGE TRUST

HERITAGE BUILDING (TIMBER) CONSERVATOR: ANTARCTICA 2025/26* POSITION DESCRIPTION

*Due to changes in Antarctic logistics outside the control of the Antarctic Heritage Trust and needs of the Ross Sea Heritage Restoration Project work programme this job description is indicative only and subject to change. The Antarctic section of the project is subject to confirmation of funding, United States and New Zealand logistics support, New Zealand Government approval, and medical clearance.

Title	Heritage Building (Timber) Conservator: Antarctica 2025/26
Agency	Antarctic Heritage Trust (AHT)
Employment Basis	Fixed Term Contract Employment Agreement
Geographic Location	Scott Base and Historic Hut sites, Ross Sea region, Antarctica
Employment Dates	Approx mid-November 2025 to January 2026
Purpose of Role	<p>The focus of the position will be to undertake deferred building maintenance at the historic sites as part of the 2025/26 Ross Island Monitoring and Maintenance programme.</p> <p>Pre/Post Antarctica AHT Safety Plan, Implementation Plan, Schedule of Repairs, Permits, Conservation Plan and Conservation Methodologies and Work Programme documents will be provided on a USB pen drive one month prior to deployment. This information will also be available onsite. The employee is expected to familiarise themselves with these documents prior to the event. These documents underpin the season monitoring and maintenance programme.</p>
Reports to	Building Conservation Programme Manager
Qualifications	Carpentry Qualifications
Experience	<ul style="list-style-type: none"> - Demonstrable technical expertise and experience in heritage carpentry - Experience in living and working in small teams in remote locations
Knowledge & Skills	<ul style="list-style-type: none"> - Excellent people skills - In-depth heritage carpentry experience - Commitment to international conservation standards and Code of Ethics - Fluent spoken and written English - Sound technical report writing skills - Good verbal communication skills - Fluency in the use of Microsoft Office suite software - Excellent documentation and conservation photography skills
Behavioural Capabilities	<ul style="list-style-type: none"> - Approachable and creative - Desire and ability to learn 'on the fly' - Ability to thrive within a fast paced and constantly changing work programme - Excellent communication and interpersonal skills - Commitment to working as part of a small team and possessing the personal qualities required to fit in socially and professionally with people from different professional backgrounds - Problem solving and ability to meet set targets and adjust conservation approach to meet project constraints - Commitment to developing self and others - A sense of humour - To be able to work effectively under both personal and work-related pressures - To be able to work without direct supervision

Personal Attributes	<ul style="list-style-type: none"> - Physically fit and strong with the ability to lift heavy objects - The ability to work extended hours - Experienced and comfortable living away from home for extended periods - The ability to undertake manual labour for extended periods - A desire to learn and further develop personal conservation carpentry experience
Key Relationships	<p>The Conservator (Buildings/Timber): Antarctica 2025/26 position will have key relationships with:</p> <ul style="list-style-type: none"> - AHT On-Ice Summer Conservation Team - AHT staff and consultants - Antarctica New Zealand <p>Note while in Antarctica the Scott Base Manager has statutory authority over all individuals on base.</p>
Specific Tasks Include	<ul style="list-style-type: none"> - Undertaking deferred building maintenance - Ensuring maintenance of relevant documentation and records - Liaising with AHT and others over technical conservation issues - Snow and ice removal from hut sites in Antarctica as required - Undertaking monitoring and maintenance and inspection programmes as required - Completing conservation worksheets - Contributing to/writing conservation reports, - Filing photographs taken within required timeframes
Specific Outputs	<p>Antarctica - Scott Base Work</p> <ul style="list-style-type: none"> - Participate in Antarctica NZ “in brief” at Scott Base - Attend Antarctic field survival training (AFT) - Participate in the event Health and Safety meetings - Participate in onsite hazard identification induction brief (to be aware of the associated hazards) - Preparation to deploy into the field <p>Antarctica – Field Conservation work – Historic Huts</p> <p>Participate in the 2025/26 monitoring and maintenance programme, focusing on deferred building maintenance as specified by the Conservation Design Team.</p> <p>Note: Deviations from the approved conservation methodologies must be approved by the Event Leader and/or the Conservation Design Team.</p> <p>Complete a Conservation Worksheet for tasks as specified by the Event Leader.</p> <p>Take personal responsibility for establishing and implementing best Health and Safety practice, following the Trust’s Health and Safety Manual.</p> <p>Assist in ensuring the Material Safety Data Sheets relating to hazardous goods are always accounted for, kept up to date and easily accessible.</p> <p>Ensure all waste disposal from the lab is in line with Scott Base waste disposal policies.</p> <p>During the summer field season at the Historic Huts in Antarctica, additional duties may include:</p> <ul style="list-style-type: none"> - Assisting to set up and pull down camp - Assisting to carry large quantities of heavy boxes of supplies, materials, and artefacts for the project team over rough and uneven ground for long distances - Contributing to the daily running of camp including assisting to cook meals for the team using basic camping equipment and cleaning

	<ul style="list-style-type: none"> - Carrying out aspects of the building conservation work plan as required - Carrying out archaeological work as requested by the Programme Managers - Extended periods assisting with manual snow and ice removal - Excavating artefacts encased in snow and ice - Assisting with annual hut inspections - Participate by telephone/Teams calls in AHT staff meetings as requested - Participate in weekly conservation team meetings - Participation in a formal debriefs <p>Contribute to social media profiling of the project (as directed by AHT Executive Director, Communications and Engagement Manager and/or Building Conservation Programme Manager) which may include:</p> <ul style="list-style-type: none"> - Facebook images and short posts/blogs - Writing of articles while working on the project as requested - Media interviews as requested <p><i>(Note all media contact requires prior approval by the Communications and Events Manager).</i></p> <p>On Completion of the Conservation Programme</p> <ul style="list-style-type: none"> - Assist in cleaning field equipment. - Return all Antarctica NZ equipment to appropriate locations - Return all AHT equipment and supplies to appropriate locations - Assist in organising conservation equipment and supplies to be returned to New Zealand - Undertake an inventory of associated AHT supplies and equipment remaining at Scott Base - Participate in AHT's event debrief at Scott Base - Participate in Antarctica NZ event debrief - Participate in an event debriefing with AHT immediately after the field event, in Christchurch, NZ, to review and provide feedback on the summer work programme <p>Contribute to the field report as requested by the Event Leader this includes:</p> <ul style="list-style-type: none"> - Completing Conservation Worksheets for work you are responsible for; - Labelling and filing photos taken of 'before, during and after' images for carpentry work undertaken by you as per AHT guidelines - Assist with preparing schedules associated with future conservation work - Preparing inventories and stock takes lists
<p>General Outputs</p>	<p>To abide by Antarctica NZ rules, policies and guidelines whilst working at Scott Base. At all times displaying strong positive team membership qualities.</p> <p>At all times contributing to a positive and professional working environment and taking personal responsibility for living 'above the line' (expectations around this will be delineated during induction).</p> <p>Providing open and honest feedback and communication with AHT staff.</p> <p>Recognising, fostering, and building on the existing relationship with Antarctica New Zealand, Canterbury Museum and Scott base staff.</p> <p>Participating in activities and duties at Scott Base as requested by Scott Base Senior Leadership Team (under guidance of Lead Conservator).</p>