

## ANTARCTIC HERITAGE TRUST

### RESERVE ARTEFACT CONSERVATOR POSITION: 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.

<b>Title</b>	Reserve Artefact Conservator: Antarctica 2025/26
<b>Agency</b>	Antarctic Heritage Trust (AHT)
<b>Employment Basis</b>	Fixed Term Contract Employment Agreement
<b>Geographic Location</b>	Scott Base and Historic Hut sites, Ross Sea region, Antarctica
<b>Employment Dates</b>	Approx mid-October 2025 to January 2026
<b>Purpose of Role</b>	To undertake the conservation of artefacts from the Heroic expedition bases of Scott, Shackleton, and Hillary.
<b>Reports to</b>	Artefact Programme Coordinator - Ross Sea Heritage Restoration Project
<b>Qualifications</b>	Tertiary Qualification in materials conservation
<b>Experience</b>	<p>Demonstrable technical expertise and experience in any of the following disciplines over a minimum recent period of at least three to five years post graduate:</p> <ul style="list-style-type: none"> <li>- Organic and inorganic objects conservation with strong metals conservation skills</li> </ul> <p>Preferably including the following experience:</p> <ul style="list-style-type: none"> <li>- Undertaking technically challenging object and/or metal conservation projects</li> <li>- Object packaging and support</li> <li>- Experience with collections in uncontrolled environments</li> <li>- Working in small teams</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>- Excellent people skills</li> <li>- Commitment to international conservation standards and Code of Ethics</li> <li>- Fluent spoken and written English</li> <li>- Sound technical report writing skills</li> <li>- Good verbal communication skills</li> <li>- Fluency in the use of Microsoft Office suite software</li> <li>- Experience with museum databases</li> <li>- Excellent documentation and conservation photography skills</li> </ul>
<b>Behavioural Capabilities</b>	<ul style="list-style-type: none"> <li>- Approachable and creative</li> <li>- Desire and ability to learn 'on the fly'</li> <li>- Ability to thrive within a fast paced and constantly changing work programme</li> <li>- Excellent communication and interpersonal skills</li> <li>- 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</li> <li>- Problem solving and ability to meet set targets and adjust conservation approach to meet project constraints</li> <li>- Commitment to developing self and others</li> </ul>

	<ul style="list-style-type: none"> <li>- A sense of humour</li> <li>- To be able to work effectively under both personal and work related pressures</li> <li>- Ability to cope with undertaking repetitive tasks such as conserving large numbers of similar types of objects</li> <li>- To be able to work without direct supervision</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>- Physically fit and strong with the ability to lift heavy objects</li> <li>- The ability to work extended hours</li> <li>- Experienced and comfortable living away from home for extended periods</li> <li>- The ability to undertake manual labour for extended periods</li> <li>- A desire to learn and further develop personal conservation experience</li> </ul>
<b>Key Relationships</b>	<p>The Reserve Artefact Conservator: Antarctica 2025/26 position will have key relationships with:</p> <ul style="list-style-type: none"> <li>- AHT On-Ice Summer Conservation team</li> <li>- AHT staff and consultants</li> <li>- Antarctica New Zealand</li> <li>- Canterbury Museum</li> </ul> <p>Note while in Antarctica the Scott Base Manager has statutory authority over all individuals on base.</p>
<b>Specific Tasks Include</b>	<ul style="list-style-type: none"> <li>- Assist with development of work tasks in the period prior to the field season, i.e. between July-September 2025</li> <li>- Undertaking conservation treatment of artefacts</li> <li>- Ensuring maintenance of relevant documentation and records</li> <li>- Liaising with AHT and others over technical conservation issues</li> <li>- Snow and ice removal from hut sites in Antarctica as required</li> <li>- Undertaking monitoring and maintenance and inspection programmes as required</li> <li>- Packaging of artefacts for transport</li> <li>- Contributing to/writing conservation reports</li> <li>- Filing photographs taken within required timeframes</li> <li>- Assist in preventive conservation practices and environmental monitoring</li> </ul>
<b>Specific Outputs</b>	<p><b>Pre-Season</b></p> <ul style="list-style-type: none"> <li>- Working with the Artefact Programme Coordinator to develop and refine work task sheets</li> <li>- Review of Health and Safety documentation</li> <li>- Attendance at induction training sessions in Christchurch, New Zealand, immediately prior to deployment to Antarctica</li> </ul> <p><b>Antarctica - Scott Base Work</b></p> <ul style="list-style-type: none"> <li>- Participate in Antarctica NZ “in brief” at Scott Base</li> <li>- Attend Antarctic field survival training (AFT)</li> <li>- Participate in the event Health and Safety meetings</li> <li>- Participate in onsite hazard identification induction brief (to be aware of the associated hazards)</li> <li>- Preparation to deploy into the field</li> <li>- Assist the Artefact Programme Coordinator to undertake stock-takes, order supplies, and contribute to regular reporting to AHT</li> <li>- Assist to ensure the Material Safety Data Sheets relating to hazardous goods are always accounted for, kept up to date and easily accessible</li> </ul>

- Work with the team to meet agreed outputs for expected numbers of artefacts to be conserved

### **Antarctica – Field Conservation work – Historic Huts**

Assist to refine, develop and document appropriate conservation treatments and procedures (noting that the project has a range of preferred treatments already documented).

Assist to ensure the Master Conservator Manual is continually updated and correct.

Take personal responsibility for establishing and implementing best Health and Safety practice in the field lab, following the Trust's Health and Safety Manual.

Assist in ensuring the Material Safety Data Sheets relating to hazardous goods are always accounted for, kept up to date and easily accessible.

Ensure all waste disposal from the lab is in line with Scott Base waste disposal policies.

### **During the summer field season at the Historic Huts in Antarctica, additional duties may include:**

- 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
- Conserving artefacts on site
- Carrying out archaeological work as requested by the Programme Managers
- Carrying, packing/unpacking of artefacts
- Extended periods assisting with manual snow and ice removal
- Excavating artefacts encased in snow and ice
- Assisting with annual hut inspections and artefact monitoring
- Participate by telephone/Teams calls in AHT staff meetings as requested
- Participate in weekly conservation team meetings
- Participation in a formal debrief

Contribute to social media profiling of the project (as directed by AHT Executive Director, Communications and Engagement Manager and/or Programme Manager – Artefact Conservation) which may include:

- Facebook images and short posts/blogs
- Writing of articles while working on the project as requested
- Media interviews as requested.

*(Note all media contact requires prior approval by the Communications and Engagement Manager).*

### **On Completion of the Conservation Programme**

- Assist 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

	<ul style="list-style-type: none"> <li>- Participate in Antarctica NZ event debrief</li> <li>- 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</li> </ul> <p>Contribute to the field report as requested by the Event Leader this includes:</p> <ul style="list-style-type: none"> <li>- Labelling and filing photos taken of 'before, during and after' images for artefact work undertaken by you as per AHT guidelines</li> <li>- Assist with preparing schedules associated with future conservation work</li> <li>- Preparing inventories, and stock takes lists</li> <li>- Assist to co-ordinate the transmission of artefact data (including treatment data, work undertaken, photos) to Canterbury Museum for inputting into the Vernon Database.</li> </ul>
<b>General Outputs</b>	<p>To abide by Antarctica NZ rules, policies and guidelines whilst working at Scott Base.</p> <p>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>