

<b>Job Title:</b> Museum Housekeeper
<b>Reports to:</b> Curator
<b>Pay Band/Starting Salary:</b> DOE
<b>Type of Contract:</b> Part-time permanent (minimum of 20 hours per week with additional hours to suit the needs of the business).

### **PURPOSE OF THE ROLE**

To maximise visitor enjoyment of Russborough House by delivering the highest standards of housekeeping, collections care, and customer care.

### **Background**

Russborough is located near Blessington in West Wicklow. Dating to the 1740s this impressive Palladian mansion was designed by architect Richard Castle, for Joseph Leeson, 1<sup>st</sup> Earl of Milltown. In the 1950s the house was purchased by Sir Alfred and Lady Clementine Beit who brought to Russborough an unrivalled collection of fine art, furnishings and decorative objects. Within Russborough there are historic interiors of exceptional quality. The Alfred Beit Foundation owns and operates Russborough House & Parklands, its mission is to promote education in the fine arts in Ireland and to preserve and make accessible to the public the house, collections and demesne.

### **KEY RESPONSIBILITIES**

The Key Purposes of the post will be met by:

#### **Collections Care:**

Following an appropriate collections care regime for Russborough, in line with current heritage housekeeping best practice. Such practice includes, but is not limited to:

- Conservation cleaning of the collections;
- Deep (planned and ad-hoc) cleaning (particularly during the closed season);
- Assisting with monitoring of the condition of the collections both through routine, informal checking and formal record keeping;
- Reporting any concerns, damage or loss to the Curator;
- Assisting with environmental monitoring and pest control;
- Assisting with the administration in support of care of the collection and housekeeping, for example by packing collection items to be sent to specialist conservators using appropriate materials and maintaining relevant object movement records by following Curatorial procedures;
- Undertaking Collections Care, Manual Handling and Safe Pass training
- Assisting with use of the property for functions and events by ensuring security and safety of collections by safe handling, packing and moving as necessary.

#### **General Housekeeping:**

Undertaking the routine cleaning and housekeeping of display areas of the property, including but not limited to:

- Vacuuming, sweeping, polishing of floors
- Dusting/polishing of fittings such as panelling, stairs, and doors
- Dusting/wiping of sills, skirting's, door-frames, and window frames
- Dusting/wiping furniture and objects

- Polishing metal fittings and objects
- Cleaning of windows
- Supporting the use of the property for functions and events by:
  - Protecting vulnerable collections;
  - Assisting with functions furniture set-up and striking;
  - Clearing and cleaning before and after the event.

## **SCOPE OF ROLE**

### **People Management**

- Not a line manager;
- Will work closely with the Curator and other Russborough colleagues
- Will work closely with contractors working on site and suppliers;
- Will have daily interaction with members of the public of all ages and abilities.

### **Tools/Equipment**

- Will be a frequent user of cleaning materials, tools and specialist cleaning products;
- May be a frequent user of ladders, hand tools etc. required to gain access to and to perform conservation work/cleaning;
- May be a user of IT equipment

## **SKILLS, EXPERIENCE & KNOWLEDGE**

The above outlines the key skills the job holder will need to possess and exercise. In addition, either knowledge of or experience in the following is required:

### Essential

- A personal commitment to excellence in customer care with the ability to enthuse and motivate others;
- Attentive to detail with an eye for presentation and finish;
- Personal commitment to high standards of cleaning;
- Practical skill set and problem-solving capacity;
- Ability to manage time efficiently and effectively in an environment of changing priorities;
- Ability to work effectively and efficiently without close supervision;
- Willing to show commitment and flexibility in work practice.

### Desirable

- Experience as a Housekeeping Assistant/Collections Care Assistant (or similar) in a castle/country-house or museum.
- Previous housekeeping experience including cleaning and presentation of areas open to the public.

### **Applications**

Interested applicants should forward a CV and Covering letter by email to [info@russborough.ie](mailto:info@russborough.ie) by **5pm on Friday 19<sup>th</sup> April 2019.**

---