

JOB DESCRIPTION

JOB TITLE: Press Office Assistant

DEPARTMENT: Royal Collection

SECTION/BRANCH: Press / Communications and Business Development

LOCATION: St James's Palace

REPORTING TO: Senior Press Officer

Job Context

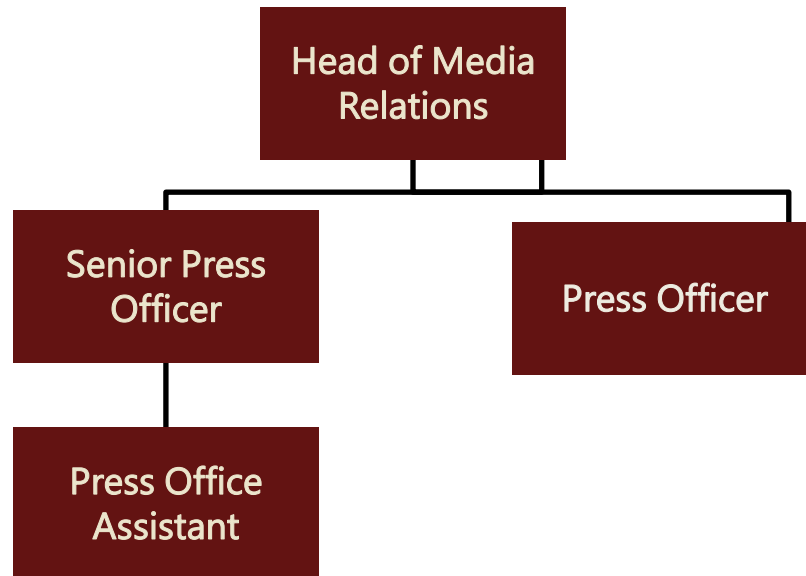
Royal Collection Trust is a department of the Royal Household and the only one that undertakes its activities without recourse to public funds. It incorporates a charity regulated by the Charity Commission and the Office of the Scottish Charity Regulator, The Royal Collection Trust, and its subsidiary trading company, Royal Collection Enterprises Limited.

Royal Collection Trust is charged with the care and preservation of the Royal Collection and its presentation to the public. The Royal Collection is one of the largest and most important art collections in the world. It comprises almost all aspects of the fine and decorative arts, runs to more than a million objects and is spread among some fifteen royal residences and former residences across the UK. At The Queen's Galleries in London and Edinburgh aspects of the Collection are displayed in a programme of temporary exhibitions. Many works from the Collection are on long-term loan to institutions throughout the UK, and short-term loans are regularly made to exhibitions around the world as part of a commitment to broaden public access and to show parts of the Collection in new contexts. The works of art in the Royal Collection are held by The Queen in trust for her successors and the nation.

Royal Collection Trust is responsible for the management and financial administration of the public opening of Buckingham Palace (including The Queen's Gallery, the Royal Mews and Clarence House), Windsor Castle (including Frogmore House) and the Palace of Holyroodhouse (including The Queen's Gallery). The monies generated from admissions, and from associated commercial activities are invested in the care and conservation of the Royal Collection and the promotion of access and enjoyment through exhibitions, publications, loans and educational activities.

The Press Office is responsible for media relations and other communications activities utilised within the consumer, travel trade and group markets to enhance the reputation of Royal Collection Trust, promote visits to the sites in London, Windsor and Edinburgh, enjoyment of the Royal Collection, and to encourage engagement with the range of activities offered to a number of audiences.

Organisational Chart



The post-holder works closely and collaboratively with colleagues across the organisation on a day-to-day basis, including Marketing, Curatorial, Publishing, Learning, Visitor Services and Retail staff. They have contact at all levels within the wider Royal Household, including the Press teams of the other Royal Households and occasional contact with some members of the Royal Family.

Job Purpose

Reporting to the Senior Press Officer (permanent), the post-holder supports the work of the Press section, and will contribute to securing positive media coverage for specific projects within the Royal Collection Trust's annual programme, including visits to the Palaces, exhibitions and publications, and the promotion of learning initiatives, events and retail.

They are the first point of contact for media enquiries and are responsible for the administration of the Press Office's resources to ensure the smooth-running of the section. They assist in the development, delivery and evaluation of media plans in support of Royal Collection Trust's One-Year Plan, charitable aims and business objectives.

Principal Accountabilities

Media Relations

- To assist the Senior Press Officer and Press Officer in answering media and general enquiries by telephone and e-mail, seeking guidance and referring questions to colleagues across the Household as appropriate.
- To contact the media about forthcoming exhibitions and initiatives, as directed by the Senior Press Officer.

- To be responsible for securing coverage of Royal Collection exhibitions in listings pages, sending regular updates to appropriate listings databases.
- To co-ordinate press visits for media.
- To manage the supply and daily monitoring of newspapers, to liaise with the press cutting and media-monitoring agencies and to keep records of all media coverage, ensuring that important cuttings are distributed to senior Royal Collection staff in London, Windsor and Edinburgh.
- To be responsible for updating media lists on the media database and compiling customised lists for special media events.
- To collate the content of press packs, assisting with the production and proofreading of press material.
- To help arrange a broad range of events, including press conferences and photo calls, liaising with other departments of the Royal Household at all levels and representing the organisation at these events.
- To be the first point of contact for filming applications, working with Photographic Services on the production of filming contracts and liaising with broadcasters.
- To assist in the supervision of filming and photography at all sites.
- To ensure that the media and news section of the website is up to date.
- To update the staff intranet with detail of the activities undertaken by the Press section.
- To produce digital communications for media, such as press view invitations.

Administrative

- To assist the Head of Media Relations and other members of the Press section when needed.

Job Dimensions

The post-holder has no line management or budgetary responsibility.

Decision Making Responsibilities

The post-holder will be expected to make day-to-day decisions without referral but will understand when to seek guidance.

Practical Requirements

Based at St James's Palace, the post-holder is contracted to work 37.5 hours per week, Monday to Friday (09:00–17:30). Owing to the nature of this post, they should be available to make early starts and work into the evening and at weekends, when required.

Person Specification

Essential

- Education to degree level (or equivalent), ideally in a relevant subject or with a communications qualification.
- Excellent written and verbal communications skills.
- Appreciation of the importance of attention to detail, accuracy and high standards of presentation.
- Willingness to undertake routine and repetitive tasks without prompting.
- Sensitivity to the uniqueness of the organisation and sound judgement about the appropriateness of responses to the media.
- Pro-active, flexible, enthusiastic and supportive attitude towards colleagues.
- Ability to represent the organisation with credibility and authority.
- Ability to work under pressure and remain calm under pressure.
- An interest in and knowledge of the arts and history
- An interest in the media industry

Desirable

- Experience of working in a press office environment
- Understanding of how the media work