



## JOB DESCRIPTION

JOB TITLE: Curator of Photographs

DEPARTMENT: Royal Collection Trust

SECTION/BRANCH: Photographs (Fine Art & Library)

LOCATION: Windsor Castle

REPORTING TO: Head of Photographs

NO. OF DIRECT REPORTS: None

### Job Context

Royal Collection Trust (RCT) is the department of the Royal Household charged with the care and preservation of the Royal Collection and its presentation to the public. Of the five departments it is 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.

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 and is spread among some thirteen royal residences and former residences across the UK. At The Queen's Galleries in London and Edinburgh and in the Drawings Gallery at Windsor Castle 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, Windsor Castle and the Palace of Holyroodhouse. 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 Photograph Collection is one of the five curatorial sections of Royal Collection Trust with responsibility for the conservation, presentation and interpretation of approximately 500,000 photographs within the Royal Collection. Most of these are housed at Windsor Castle, but St. James's Palace, Buckingham Palace, Palace of Holyroodhouse, Sandringham, Balmoral and other royal residences have photographs, as well as other curatorial sections of the Royal Collection and other departments of the Royal Household. Material is also on long-term loan at other institutions, notably the British Film Institute.



Royal Collection Trust, York House, St James's Palace, London SW1A 1BQ  
T. +44 (0)20 7839 1377, F. +44 (0)20 7839 8168, [www.royalcollection.org.uk](http://www.royalcollection.org.uk)

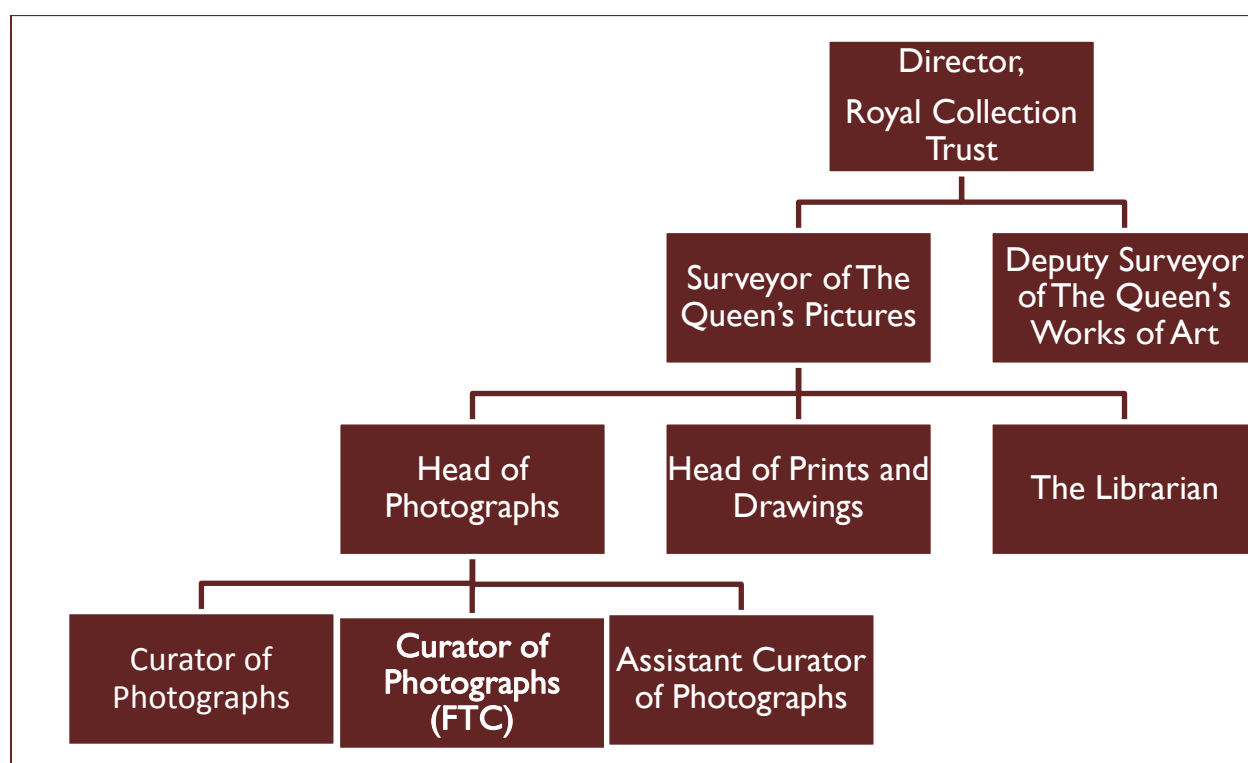
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The Photograph Collection is responsible for all photographic items in the Royal Collection, including photographic prints, negatives, film and photographic equipment. It consists of material from the 1840s to the present day, including both official and personal photographs acquired by members of the Royal Family. The collection also acts as a repository for photographic material acquired by members of the Royal Family and other royal households when necessary, and for departments of the Royal Household. The collection is of international significance. The responsibilities of the section include all matters relating to care, conservation, access and control of photographic material, exhibitions, cataloguing, maintenance of records and research.

## Organisational Chart



The post-holder reports to the Head of Photographs. The post-holder will work closely with all sections of Royal Collection Trust. The post-holder will also have contact with other Royal Household employees and with members of the public.

## Job Purpose

To assist the Head of Photographs in delivering the agreed strategy for the Photograph Collection



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## Job Dimensions

The post-holder may be expected to manage interns and work-experience placements.

The post-holder may be expected to assist with the administration of the agreed budget.

The post-holder will be expected to contribute to the strategic plan for the photograph collection, and on occasions, to strategic planning discussions for the wider department.

## Decision Making Responsibilities

The post-holder resolves most of the day to day issues that arise in the course of duty but would refer regularly to the Head of Photographs on matters relating to policy or strategy

## Principal Accountabilities

To ensure a consistent approach to the stewardship of the photographic heritage of the Monarchy, historic and modern, public and private

To ensure proper custodial control, storage and conservation of the photograph collection

To contribute to the development, the delivery and revision of the section's strategic plans, including the conservation and preservation plans, working closely with the Head of Photographs

To assist the Head of Photographs in planning the budget proposal for the section

To provide access to the photograph collection both internally and externally, including museums, libraries and archives, historians, researchers and members of the public, being mindful of the security and privacy of sensitive material within the photograph collection

To provide access to the photograph collection through the delivery of talks, lectures and written scholarly material relevant to the Trust's activities, aims and objectives, and through press and media when requested

To contribute to the interpretation of the collection through displays and exhibitions, external loans, publishing projects and the delivery of online content through RCT's website and other channels

To contribute to RCT's exhibition and publication programmes

To ensure that written records (both electronic and paper) are properly maintained, in particular the Collections Management System records and their 'Collection On-Line' manifestation



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## The Royal Household

To work with RCT and RHH colleagues on the creation of special displays as required, including for State Visits, receptions and group visits

To advise members of the Royal Family and colleagues across the Royal Household on photographic issues as required

### Practical Requirements

Principally based at Windsor Castle, the post-holder will be required to travel and work at other occupied and unoccupied royal residences (particularly in London) and may on occasion be required to be flexible regarding working hours.

### Person Specification

Significant experience in a curatorial role

Comprehensive knowledge of photographic history

Experience and understanding of the issues concerning the conservation and preservation of photographic material including bindings and albums

Experience of preparing exhibitions/displays

Experience of preparing scholarly texts for publication

An eye for detail and extremely high standards of presentation

The ability to represent Royal Collection Trust and the Royal Household with credibility and authority internally and externally

Strong administrative skills

Excellent IT skills

Excellent communication and interpersonal skills, with the ability to work closely with team members and colleagues, including specialists in their own field

#### Desirable:

A strong record of publishing, lecturing and scholarly research

A basic knowledge of copyright and its application to photographs



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Experience of planning and administering a budget

Experience of document/object digitisation projects

Management experience

Experience of delivering projects within a timeframe and on budget

Possession of a full UK/EU driving licence



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