JOB DESCRIPTION

JOB TITLE:	**Collections Database Assistant**
DEPARTMENT:	**Royal Collection Trust**
SECTION/BRANCH:	**Royal Library and Royal Archives**
LOCATION:	**St James's Palace**
REPORTING TO:	**Collections System Manager**

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.

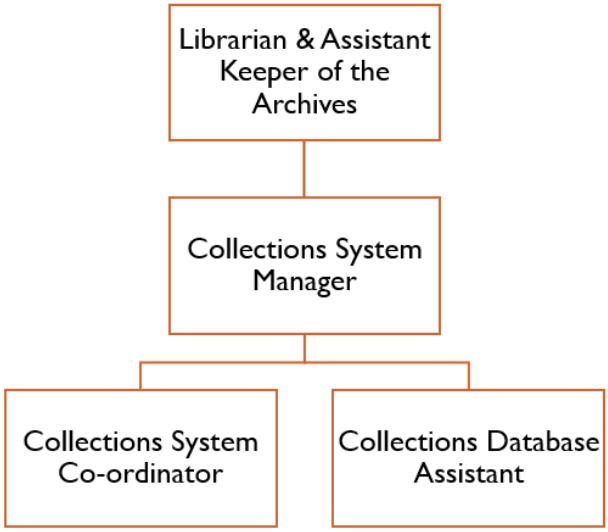
The Royal Collection is one of the largest and most important art collections in the world. It compromises more than a million objects and almost all aspects of the fine and decorative art, displayed and used among some fifteen royal residences and former residences across the UK. The Royal Collection Trust is charged with the care and preservation of the Royal Collection and its presentation to the public.

The Collections System team, the Royal Library and the Royal Archives are managed by the Librarian and Assistant Keeper of the Royal Archives who reports to the Director of the Royal Collection. The Collections System team is responsible for the operation and maintenance of the collections management system and the structure and standardisation of the data within it. The database holds over1 million object records and 400,000 index terms, covering the full range of material that forms the Royal Collection. There are also around 1 million object images held in the Digital Asset Management System (DAMS), which are linked to the object records.

A new database will be implemented in mid-2026 and this role will focus on the consolidation and rationalisation of key data prior to the new system's launch and then subsequently in the new system. This will include reviewing and rationalising index terms and hierarchies, object groupings, specific object record fields, image display and input of historic data.

The role is offered as a 2-year fixed term contract.

Organisational Chart



Job Purpose

To be responsible for editing, rationalising and improving identified sets of data held in and the presentation of images displayed in the collections management system.

Principal Accountabilities

- To develop an understanding and expertise of the data held in the collections management system and the object images held in the DAMS.
- To work through specific data fields in the collections management system to edit and resolve identified data issues.
- To review, edit and/or merge index terms and their hierarchies as appropriate, focussing on people and organisations.
- To contribute to reviewing the presentation in the collections management system of object and conservation images held in the DAMS.
- To review and convert saved searches of object records into more permanent groupings where required.
- To reconcile additional object data held in external sources to the collections management system.
- To review and correct formatting in rich text fields to standardise the display of this text for both internal users and data fed through to RCT's Collection Online.
- To work through further sets of data or individual records as required to improve the data migrated into the system.
- To make use of functionality available in the new collections management system to further refine and improve data standards and processes.

Job Dimensions

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

The post-holder primarily has contact with Collections Management, Curatorial, Conservation and Picture Library teams within RCT.

Decision Making Responsibilities

The post-holder is expected to make routine decisions during the course of duty, but will refer to their line manager and appropriate colleagues when required.

Practical Requirements

The post-holder is based at St James's Palace. The role is offered as a full-time post (37.5 hours per week), although other models could be considered. Hybrid working, including some working from home, would also be possible in this role.

Person Specification

Essential

- Strong attention to detail
- Confident working with large quantities of data
- Ability to maintain high levels of concentration and accuracy whilst undertaking repetitive tasks
- Understanding of risk factors surrounding large sets of data, including data security, data loss and terminology
- Excellent IT skills and good understanding of Microsoft Excel
- Excellent organisational skills and problem-solving capabilities
- The ability to build effective working relationships
- Ability to work both independently, using initiative, and as a team member

Desirable

- Experience and interest in the collections information and collections management area of museum/library practice
- Experience of working with data in a museum, library, archive or other heritage environment
- Interest in art/library collections