



JOB DESCRIPTION

JOB TITLE: Curator, Books & Manuscripts

DEPARTMENT: Royal Collection Trust

SECTION/BRANCH: Royal Library and Royal Archives

LOCATION: Windsor Castle

REPORTING TO: Senior Curator, Books & Manuscripts

Job Context

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 15 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 King in trust for his 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 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 Royal Library is one of the curatorial sections of Royal Collection. It is responsible for the preservation, presentation, digitisation, research, interpretation, and publication of over 250,000 books and manuscripts, dating from the 4th century BCE to the 21st century. The Royal Library is also in charge of coins, medals, banknotes, seals and insignia. About a quarter of the Library's holdings are housed in the Royal Library at Windsor Castle, with the remainder distributed across the Occupied Royal Palaces as well as Clarence House, Sandringham House and Balmoral Castle.

Based in the Round Tower at Windsor Castle and dating from the 13th to the 21st century, the Royal Archives are the repository of the official and personal archives of the Sovereign and of Members of the Royal Family. The Royal Archives comprise over 7 million documents and the collection is growing at a considerable rate.



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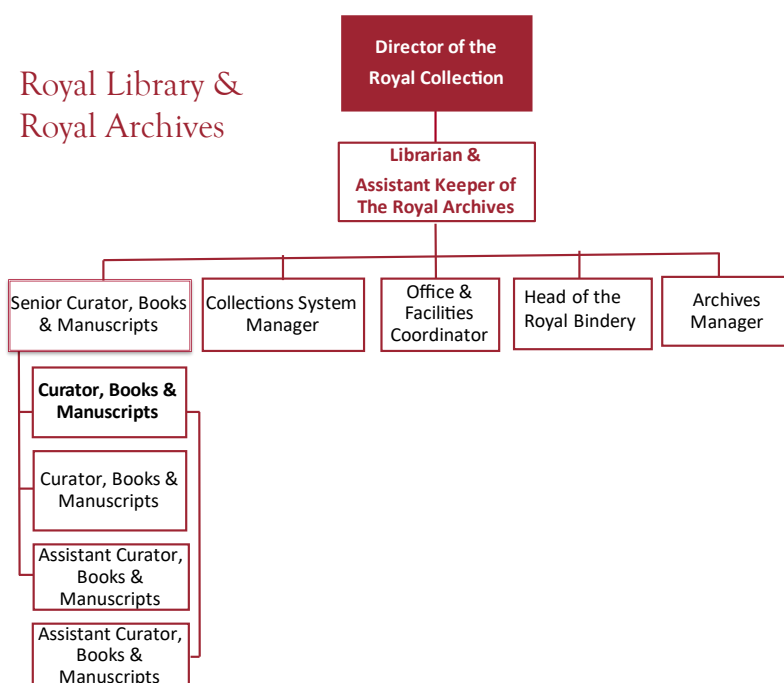
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The Royal Bindery at Windsor Castle is responsible for the care and conservation of books, manuscripts and archives in the Royal Library and the Royal Archives, as well as albums of prints, drawings and photographs in the Print Room and Photographs Collection. The Royal Bindery is at the forefront of preserving the high standards of craftsmanship and expertise in historic binding structures that are the benchmark of professional bookbinding, and the conservation of manuscripts and rare books.

The Collections Management System (CMS) is the database for recording and managing information about the holdings of the Royal Collection. The c.1,000,000 database records rely on over 380,000 locations, thesaurus and names records, and on hundreds of authority list terms.

Organisational Chart



Job Purpose

The post-holder will be responsible for undertaking advanced research on parts of the Library’s collections including; manuscripts, rare books, numismatics, insignia and seals, and will be involved in matters relating to the care, conservation, access, research, cataloguing and exhibiting of these items. They will work with the Senior Curator on the long-term planning and management of the Library’s collections in line with RCT’s charitable aims and budgetary requirements, contributing to the Royal Library’s strategic plan.

Principal Accountabilities

To research, catalogue and interpret material across the Library’s holdings and to publish it on Collection Online and in RCT’s exhibition catalogues and digital resources



The Royal Household

To play a key role in strategic decisions, long-term planning and management of the Library collections, supporting the Librarian and the Senior Curator, Books & Manuscripts

To manage and develop the Assistant Curator, Books & Manuscripts

To curate exhibitions, collaborating with curatorial, conservation, exhibitions, publishing, learning and press teams, and assisting with content, installations and programme coordination

To co-ordinate cross-curatorial projects and working groups

To curate research-intensive, bespoke displays of material across the Library's holdings for specialist and VIP visits

To oversee and participate in Library collections movements, inventory checks and loans management

To identify and advise on conservation, digitisation, storage and salvage priorities

To manage group visits, supervise readers and answer enquiries

To deliver public talks, learning events and interpretation for multimedia guides and social media platforms

To research, publish and deliver academic lectures and conference papers on Library material in own area of expertise

To advise RCT and Royal Household colleagues on Library material in own area of expertise

To develop professional relationships with UK and overseas institutions, and with experts in own field

Job Dimensions

The postholder is required to work across the Library's extensive and diverse collections, and to collaborate with a wide range of internal and external parties and stakeholders.

They have line management responsibility of the Assistant Curator, Books and Manuscripts, but no budgetary responsibility.

Decision Making Responsibilities

The post-holder resolves day to day issues that arise in the course of duty and makes decisions about the management of parts of the collections within their own area of expertise, but would refer regularly to the Senior Curator and Librarian on matters relating to policy or in determining strategy

Practical Requirements

The post-holder is principally based at Windsor Castle but may occasionally be required to work at other locations. The standard working hours are 37.5 per week, but due to the nature of the role, some flexibility is required.



Person Specification

Essential skills and experience

Degree or extensive expertise in an academic subject relevant to the Royal Library's collections (e.g. History, Literature)

Curatorial expertise acquired in a library or museum with comparable collections

Strong track-record of research and publications in a relevant field

Working knowledge of more than one foreign language

Experience with managing teams and projects, with the ability to lead, tutor and inspire

Awareness of conservation issues and the challenges of working with manuscripts and rare books in historic buildings

Professional, confident and engaging verbal and written communication and interpersonal skills, with the ability to build relationships with a wide range of stakeholders

Excellent time management and organisational skills, with the ability to respond to deadlines and work under pressure

A strong collaborative approach, enjoying and nurturing supportive team work

Capacity to work independently, using initiative to solve problems and make timely decisions

Excellent IT skills and knowledge of the Microsoft Office applications

Desirable skills

Full clean UK driving licence