



## JOB DESCRIPTION

**JOB TITLE:** Paintings Conservator (Loans and Displays) (fixed term)

**DEPARTMENT:** Royal Collection Trust

**SECTION/BRANCH:** Picture Conservation

**LOCATION:** Paintings Conservation Studio, Windsor

**REPORTING TO:** Head of Paintings Conservation

### 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 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 (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



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)

The Royal Collection Trust is a company limited by guarantee registered in England and Wales (2713536) and a charity registered in England and Wales (1016972) and in Scotland (SC039772). Registered office: York House, St James's Palace, London SW1A 1BQ.

This document is not contractual and may be subject to change following consultation with the post-holder



promotion of access and enjoyment through exhibitions, publications, loans and educational activities.

The Pictures Department is made up of curators, picture conservators and specialist framers and art handlers responsible for the management, safety, conservation, display and interpretation of the collection of 8,000 paintings and 3,000 miniatures. The department works with colleagues within Royal Collection Trust on the presentation of the palaces open to the public and on the temporary exhibitions at The Queen's Galleries in Edinburgh and London.

## Organisational Chart



## Job Purpose

The Paintings Conservator (Loans and Displays) will have responsibility for all conservation activities relating to the short and long term loans of the Collections. They will also undertake the condition checking and any necessary treatment of paintings prior to display within Residences or transport between venues.

## Principal Accountabilities

Short-term Loans Out:

- To examine paintings selected for external loan and advise on their suitability for travel and display



## The Royal Household

- To write clear and accurate reports on the condition of paintings on which decisions to lend will be based and to advise the Surveyor of the Queen's Pictures accordingly
- To plan and execute a programme of treatment for those paintings selected for loan, liaising closely with the Pictures Registrar and the Head of Framing and Display of Paintings to ensure treatments are completed in good time for photography and framing deadlines
- To ensure accurate and thorough records of condition and treatment are maintained and recorded on the CMS
- To brief couriers thoroughly on the condition of the paintings in their care and on unpacking and installation procedures prior to the outward and return journeys

### Displays within Residences:

- To assess the suitability of paintings for transport and display
- To provide appropriate emergency treatments in situ and judge when more extensive studio treatment is required
- To carry out any necessary conservation treatment for those paintings required for display
- To work closely with the Head of Framing and Display of Paintings in delivering the highest standards of picture handling: ensuring that picture moves are completed safely and efficiently, that external transport agents are properly supervised and that internal staff and salvage teams are properly trained and briefed
- To ensure accurate and thorough records of condition and treatment are maintained and recorded on the CMS

### Additional Responsibilities:

- To photograph paintings for conservation records
- To carry out general administrative duties; filing records, dealing with enquiries and ordering materials and supplies
- To conform with the Health and Safety regulations at all times in the department, (using PPE when necessary, and ensuring the staff and contractors under the job holder's supervision do the same and adhere to the COSHH regulations).

## Job Dimensions

The Paintings Conservator (Loans and Displays) will have no line management or budgetary responsibilities.



## Decision Making Responsibilities

Largely working unsupervised the post holder is expected to resolve most of the day to day problems that arise in the course of duty.

## Practical Requirements

Although based at the Windsor Paintings Conservation Studio the post holder would spend a significant amount of time working at other residences within and outside London.

Owing to the nature of the role, additional hours may be required and the post-holder must be available to work flexibly.

## Person Specification

### Essential:

- Recognised post-graduate qualification in Paintings Conservation and significant further experience, preferably within a museum or art gallery environment
- Excellent communication skills and ability to work with staff at all levels
- Excellent organisation skills and attention to detail
- High level of computer literacy
- Ability to work independently and take decisions and decisive action when necessary
- Ability to work calmly under pressure while maintaining the highest standards of care
- Good manual handling skills and confidence in working at heights
- Full UK driving licence