



## INTERNSHIP DESCRIPTION

**JOB TITLE: Collections Information Intern**

**DEPARTMENT: Royal Collection Trust**

**SECTION/BRANCH: Collections Information**

**LOCATION: Windsor Castle**

**REPORTING TO: Head of Collections Information Management**

### Internship 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 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 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.



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.

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## The Royal Household

The Collections Information Team, working closely with the curatorial and conservation sections of the department is responsible for the documentation of the Royal Collection across all sites (including loan locations) both for internal and external audiences.



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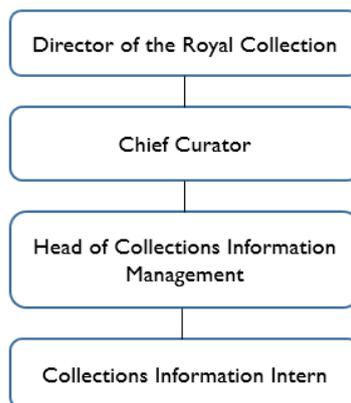
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## Organisational Chart



The Collections Information Intern will report to the Head of Collections Information Management and will work closely with all members of the Collections Information, curatorial and conservation teams. They will have contact with all levels of Royal Household Staff with external organisations and will work collaboratively with colleagues within Royal Collection Trust.

## Internship Purpose

The Internship offers an invaluable opportunity to gain an insight into the historic and current documentation of the Royal Collection. The Intern will assist the various members of the Collections Information section in day-to-day activities in order to gain a better understanding of current and historic documentation and the documentation challenges of a working collection. The Intern will also be provided with a specific project over the nine-month period, and will be expected to produce a report at the end of the Internship.

## Principal Accountabilities

The main opportunities for the Intern are:

- To gain experience of working with a small, multi-site team and to acquire a strong foundation in a wide range of the practical tasks and activities encompassed by collections documentation
- To gain first-hand exposure to an world renowned collection in a wide variety of locations
- To develop greater insight into a specific area of Collections information including historic documentation through individual project work



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- To gain an understanding of and contribute to the Collection's custodial and documentation systems

Tasks routinely undertaken by the Intern may include:

- Assisting with condition and inventory checking across the Collection
- Supporting the Inventory Clerks at Windsor Castle and Buckingham Palace across a wide range of activities including the movement of objects, their storage and packing, assisting with the maintenance of salvage plans
- Working with modern and historic inventories
- Maintaining and updating information on the Collections Management System (CMS)  
Updating existing inventory records and cross referencing historic inventories to CMS
- General administration as required

### Internship Dimensions

The intern has no line-management or budgetary responsibility.

### Decision Making Responsibilities

The intern has no decision-making responsibility but will be expected to resolve simple day-to-day issues.

### Practical Requirements

The internship is offered for 9 months, 5 days a week. The intern is principally based at Windsor Castle, however, on occasion they may be asked to travel to other Royal Residences.

The position is part of a rolling program of internships and is not designed to lead to a permanent position.

### Person Specification

- Degree (or equivalent experience) in a relevant subject
- Enthusiastic approach and a willingness to make the most of the experience
- Experience in the use of databases and or documentation
- Proven practical experience in a museum, collection or equivalent environment
- Experience in object handling and manual dexterity



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## The Royal Household

- An interest in the historical and contemporary context of the Royal Collection
- A proven ability to work effectively within a team environment
- Effective verbal and written communication skills
- A proven ability to work independently without supervision
- The ability to use initiative and take responsibility
- Excellent organisational skills and attention to detail and methodical approach to tasks



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