



JOB DESCRIPTION

JOB TITLE: Frames Conservator

DEPARTMENT: Royal Collection Trust

SECTION/BRANCH: Works of Art

LOCATION: Conservation Studio, Windsor

REPORTING TO: Senior Gilding Conservator

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

The Decorative Arts section is one of the curatorial sections of the Royal Collection Trust with responsibility for the conservation, storage, presentation and interpretation of approximately 700,000 works of art within the Royal Collection. Decorative arts are considered as furniture, ceramics, silver, sculpture, tapestries, arms and armour, tapestries, carpets, historic dress and uniforms, jewellery, gold boxes and other objects of vertu. In the main, these are widely dispersed across the United Kingdom, with concentrations at



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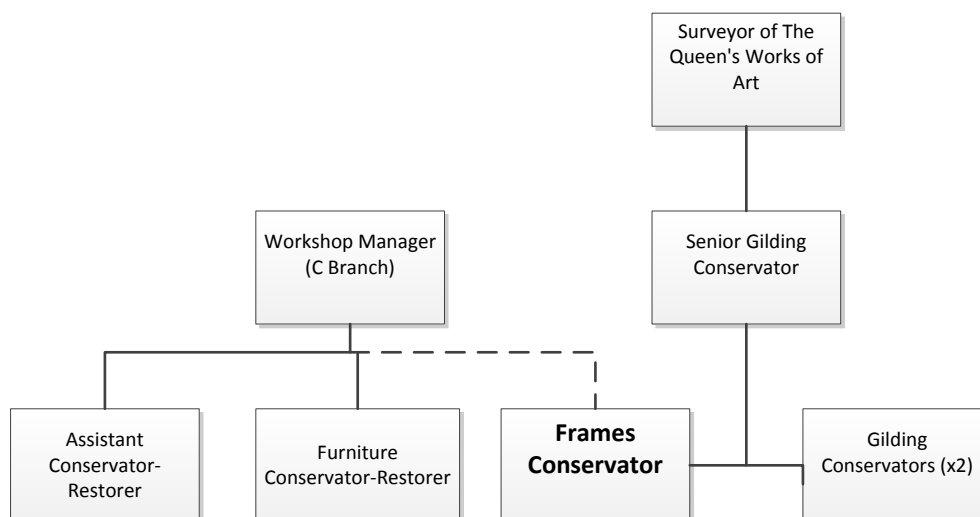
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The Royal Household

Windsor Castle and its satellite residences, Buckingham Palace, St James's Palace, Clarence House, the Palace of Holyroodhouse as well as at the Historic Royal Palaces of Hampton Court, Kensington Palace, Kew Palace, and the Tower of London. Advice is regularly sought and given over the display and storage of works of art in the private residences.

Organisational Chart



Job Purpose

To conserve and restore the picture frames in the Royal Collection to the highest possible standard, to ensure they remain available to future generations and be seen by visitors in the best possible or appropriate condition, suitable to their surroundings.

Principal Accountabilities

To conserve and restore the picture frames to the highest possible standard, and to agreed deadlines and treatment proposals.

To recommend and discuss treatment proposals with the Senior Gilding Conservator and Picture section, referring when necessary to the Surveyors

Be responsible for the maintenance and upkeep of tools and equipment, ensuring H&S requirements are met and inform the Senior Gilding Conservator when new equipment needs purchasing or replacing.

Assist with the recording of all frame moves (and other works of art) and reports on the Collections Management System (CMS).

Liaising with the Senior Gilding Conservator, ensure that the stock of necessary materials and supplies for studio work is maintained..

To keep up to date with current trends in giltwood conservation and frame conservation research and techniques.



Coordinate, manage and oversee the work of external contractors as and when required.

To assist with public open days and other public participation events organised by Royal Collection Trust

On occasion, assist with the conservation of giltwood furniture.

Job Dimensions

The job holder has no line management or budgetary responsibility.

The job holder supervises external contractors as and when required.

Decision Making Responsibilities

The post holder is expected to resolve most of the day-to-day issues that arise in the general course of duties and refer non-routine problems to the Senior Gilding Conservator. The post holder will discuss and agree all frame treatment proposals with the Picture Department and the Senior Gilding Conservator, and in writing with the Surveyor of The Queen's Works of Art by the submission of a treatment proposal.

Practical Requirements

The standard working hours are 37.5 a week. The post-holder is principally based at the Windsor Conservation Workshop; however on occasion he or she may be required to work onsite or in other locations.

Due to the nature of the role, the post-holder will sometimes be required to be flexible regarding working hours and location. Occasional out-of-hours work may be required.

Person Specification

Essential

- A relevant conservation degree
- Significant practical experience in the conservation and restoration of giltwood with particular emphasis on the treatment of picture frames
- Excellent manual skills and practical experience with traditional gilding materials and techniques
- An understanding of the science of conservation and of current good practice
- Excellent communication and interpersonal skills, with the ability to work collaboratively with internal and external stakeholders, including specialists in their own field.
- Self-motivated, with excellent organisational skills, and the ability to prioritise own workload to meet multiple deadlines.
- The ability to work independently without constant supervision, as well as part of a multi-disciplinary team
- Have good IT skills and working knowledge of MS Office applications.



Desirable

- A full, clean driving licence and a willingness to drive a medium sized van
- Experience with painted surfaces, when combined with gilding on frames
- Basic carpentry skills
- Basic woodcarving skills