



JOB DESCRIPTION

JOB TITLE: Curator of Paintings (Fixed Term – 1 year)

DEPARTMENT: The Royal Collection Trust

SECTION/BRANCH: Paintings

LOCATION: St James's Palace

REPORTING TO: Senior Curator of Paintings

Job Context

The Royal Collection is one of the largest and most important art collections in the world. It is made up of almost all types of the fine and decorative arts, runs to more than a million objects and is spread among some 13 royal residences and former residences across the UK, most of which are regularly open to the public. Many of the works from the Collection are on long-term loan to institutions throughout the UK and short-term loans are regularly made from the Collection to exhibitions around the world. The works of art in the Royal Collection are held by The Queen in trust for her successors and the nation.

The Royal Collection Trust is a charity regulated by the Charity Commission. It was set up in March 1993 to be responsible for the maintenance, conservation, custody, presentation and curatorial aspects of the Royal Collection and the royal palaces and for the commercial activities that support them. The Royal Collection Department, known externally as Royal Collection Trust, is one of the five departments of the Royal Household, and undertakes its activities without public funding.

The Pictures Department is made up of a small team, comprising curatorial staff (based at St James's Palace) and picture conservators and art handlers (based in a studio in the Home Park at Windsor). This team is 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 the Royal Collection on the presentation of the palaces open to the public and on the temporary exhibitions at The Queen's Galleries in Edinburgh and Buckingham Palace.

Organisational Chart

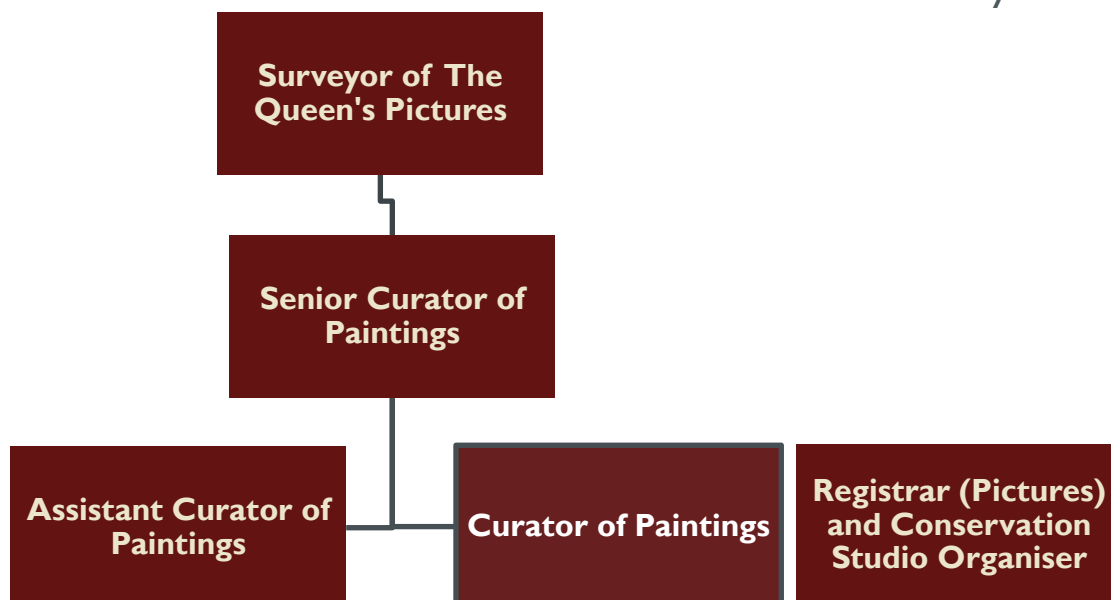
The Curator of Paintings will report directly to the Senior Curator of Paintings and support the curatorial department. They will work closely with the Assistant to the Surveyor of The Queen's Pictures as well as with the wider department, other Household Staff, external partners and organisations and members of the public.



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

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



Job Purpose

To support the paintings curatorial department chiefly through work on display, presentation and exhibition planning and through communicating to the wider public information about the paintings in the Royal Collection. To support the Surveyor of The Queen's Pictures in the planning and delivery of a touring programme of paintings.

Principal Accountabilities

The post holder will be responsible for:

- Supporting the installation, display and take-down of *Charles II: Art and Power* in The Queen's Gallery, Buckingham Palace as Joint Curator, and contributing to the Learning Programme for the exhibition
- Working with the Surveyor of The Queen's Pictures and the Senior Curator of Paintings to develop content for a touring programme of paintings.
- Taking responsibility for the planning and delivery of all picture moves in the Picture Gallery, Buckingham Palace and liaising with RCT Communications over BPSO.
- Planning, organising and facilitating the conservation and supply of paintings for offices and functional areas of the royal residences
- Administering the Pictures email account, responding directly to, or distributing, enquiries for response
- Giving talks and tours to wardens, guides and members of the public on paintings in the Collection
- Contributing material to assist the Royal Collection to reach a wider audience through social media, the Collection Online loans pages, and other publications.



Job Dimensions

The Curator of Paintings will have no line management or budgetary responsibilities but will be required to work with a wide range of internal and external parties and stakeholders.

Decision Making Responsibilities

The Curator of Paintings will resolve most of the day to day issues that arise in the course of duty but would refer regularly to the Senior Curator of Paintings on matters relating to policy or in determining strategy.

Practical Requirements

The post-holder is principally based at St James's Palace. However, on occasion he or she may be asked to work at Windsor Castle or the other royal residences.

Normal office hours are 9.00am – 5.30pm Monday to Friday but flexibility is required and the nature of the post may involve the post-holder in evening meetings and functions.

Person Specification

Essential:

- An undergraduate degree in a relevant subject
- Previous experience of working in a curatorial role within a museum or gallery
- Awareness of conservation issues and an understanding of the challenges of working with historic interiors
- Proven experience of project management
- The ability to work as part of a team and to liaise with other departments and stakeholders
- Excellent communication and presentation skills
- The ability to design and plan effective paintings hangs
- The ability to work independently and with initiative
- Good time management and organisational skills with the ability to respond to deadlines and work under pressure

Desirable:

- A post-graduate qualification in a relevant subject