



## APPRENTICESHIP DESCRIPTION

**APPRENTICESHIP TITLE:** Apprentice Journeyman Bookbinder

**DEPARTMENT:** Royal Collection Trust

**SECTION/BRANCH:** Fine Art and Library

**LOCATION:** Windsor Castle

**REPORTING TO:** Senior Bookbinder

### Apprenticeship 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.



Royal Collection Trust, York House, St James's Palace, London SW1A 1BQ  
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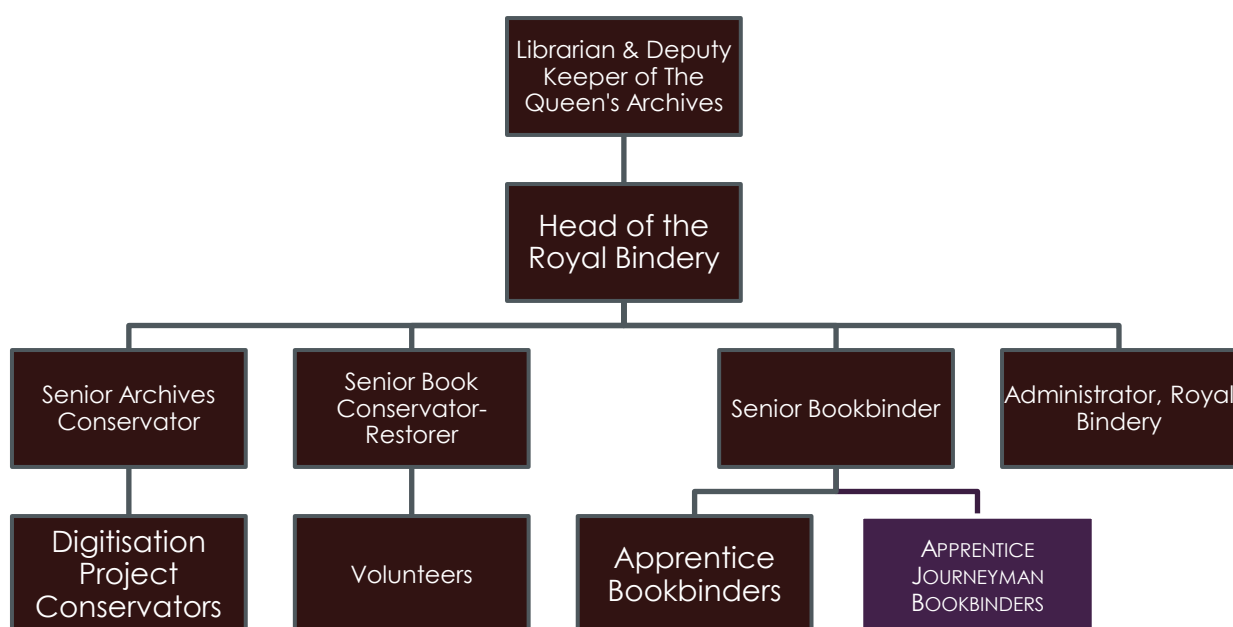


## The Royal Household

Two sections within Royal Collection Trust (Fine Art & Royal Library and Works of Art) have curatorial responsibility for the Royal Collection. Each of these is supported by a team of conservators who assist in furthering the objectives of Royal Collection Trust by maintaining, conserving, restoring and presenting the Collection to the highest possible standard, so that as much as possible can be seen by members of the public.

The book conservation-restoration team, based in the Royal Bindery at Windsor Castle, conserves and restores books, documents, manuscripts, albums and other paper and leather-based items. They work closely with the paper conservation team, who treat works of art on paper, in adjoining studios. In addition to conservation and restoration, the Bindery is responsible for the creation of new bindings for the Royal Household.

### Organisational Chart



The apprentice has contact internally with all levels of staff within the Fine Art & Library Section and with other members of staff across the Household. Externally, the apprentice has contact with conservators, bookbinders and suppliers, partners of The Queen's Bindery Apprenticeship Scheme, and the general public. They have occasional contact with members of the Royal Family.



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## Apprenticeship Purpose

The apprenticeship offers a unique opportunity for rigorous, structured advanced training in traditional hand bookbinding. The Royal Bindery is at the forefront of maintaining the high standards of craftsmanship that are the benchmark of the profession; formal hands-on apprenticeships are vital to the preservation and transmission of the skills involved, and thereby the long-term survival of this craft.

## Principal Accountabilities

- To restore books within the Royal Collection and the wider Royal Household, and for the partners of The Queen's Bindery Apprenticeship Scheme.
- To produce new bindings and boxes for the Royal Collection and the Royal Household, and for the partners of The Queen's Bindery Apprenticeship Scheme.
- To work, for the most part, independently and under minimum supervision as directed by the Senior Bookbinder.
- To source tools and materials.
- To assist in the preparation and installation of displays and be in attendance during official functions.
- To promote The Queen's Bindery Apprenticeship Scheme both internally and externally, for example through participation in events, publicity and visits, as well as seminars and conferences.
- To maintain thorough written and photographic documentation of their work.
- To communicate their learning through visual presentations and written reports.
- To assist in the administration of the Royal Bindery.
- To assist in stock control and the purchase of materials and equipment.
- To assist in the maintenance of equipment.
- To assist in training junior apprentices in basic skills.
- To provide estimates and costings for work projects.

## Apprenticeship Dimensions

The apprentice has no line management or budgetary responsibility.

## Decision Making Responsibilities



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The apprentice has no decision-making responsibility but will resolve simple day-to-day issues.

## Practical Requirements

The apprentice will be entered for City & Guilds qualifications and acquire work experience as well as training in business skills during the programme of instruction.

The position is for a three-year advanced-level training programme, during which they are expected to enter national bookbinding competitions.

Working 37.5 hours a week, Monday to Friday, the apprentice is based at Windsor Castle, however, he or she may be asked to work in other Royal Residences on occasion. They will undertake significant amounts of work in the external workshops of partners and stakeholders in The Queen's Bindery Apprenticeship Scheme in the course of their training.

## Person Specification

### Essential

- City & Guilds Levels 1, 2 and 3 qualifications in hand bookbinding or demonstrable equivalent skills.
- Good visual acuity and attention to detail.
- Manual dexterity and the ability to handle objects with care.
- Knowledge of currently available equipment and materials.
- Ability to choose appropriate materials and techniques for specific projects.
- Willingness to learn new skills and take direction and feedback in order to progress within the role.
- Ability to concentrate for long periods and perform tasks consistently to a high standard.
- Self-motivation and enthusiasm.
- Enjoyment of creative work.
- Excellent communication skills.
- Ability to work effectively as part of a team.
- Ability to undertake independent research into bookbinding, book arts and cultural history.
- Good understanding of the fundamentals of Western bookbinding development.
- Ability to produce work in appropriate historical styles.

### Desirable



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- Artistic and/or design flair and appreciation of aesthetic values.
- Familiarity with Adobe Creative Suite.
- Working towards Licentiatehip of Designer Bookbinders.

## CITY & GUILDS LEVEL 1 AWARD IN BOOKBINDING

### **Multi-section case binding**

Attendant learning:

- Pamphlet binding
- Sewing
- Quarter; half; full cloth covers
- Flatback; French groove; rounded and backed
- Endpapers – wraparound; tipped on; self
- Single leaf sewing
- Costing; time and motion; tools and materials use; research and supporting evidence

### **Landscape photograph album with slipcase**

Attendant learning:

- Making an album sewn with folded guards
- Making an album with linen joints and strip guards
- Making a lined slipcase
- Making a simple portfolio with brass posts
- Costing; time and motion; tools and materials use; research and supporting evidence

### **Design portfolio**

Attendant learning:

- Making a colour wheel
- Using textures and different materials
- Making an artist's portfolio with inner flaps and ties
- Research and supporting evidence for designs



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## CITY & GUILDS LEVEL 2 CERTIFICATE IN BOOKBINDING

### **Half leather case binding**

Attendant learning:

- Made endpapers
- Leather paring
- Tool sharpening and maintenance
- Making a hollow spine
- Headbanding
- Forming headcaps
- Making a quarter and a half leather binding
- Costing; time and motion; tools and materials use; research and supporting evidence

### **Non-adhesive (Coptic-style) binding**

Attendant learning

- "Coptic" binding
- Longstitch 17th century Italian binding with paper wrapper
- 17th century laced-through vellum binding
- One optional contemporary non-adhesive binding
- Historical theory and techniques
- Costing; time and motion; tools and materials use; research and supporting evidence

### **Design portfolio**

Continuation of work begun in Level One, explored in greater depth



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**CITY & GUILDS LEVEL 3 DIPLOMA IN BOOKBINDING**

**Mandatory practical assignments**

**Storage and enclosures**

- Drop-back box
- Folder with brass posts within flanges, including foil blocked or lettered label in cloth
- Lift-off lid box
- Portfolio with printed paper label
- Conservation phase box
- Quarter leather drop-back box with rounded spine, including foil blocked spine label in leather

**Library binding**

- Simple section paper repairs with Japanese tissue – pull antiquarian book for resewing
- Single-leaves binding taken down and overcast into sections
- Library binding for each in full buckram, cloth jointed endpapers including foil blocked title and author on spine cloth

**Cloth reback**

**Laced-on boards binding**

- Binding with laced-on boards in full and half leather with made endpapers, including double-core silk headbands on full leather and self-decorated paper sides on half leather
- Leather entry slipcase

**Leather reback**

**Gold finishing**

- Making a leather label using typewriter and decorative pallets
- Making a leather label using hand letters

**Optional practical assignments (candidates must choose one from each group)**

**Group A**

- Springback binding
- Quarter vellum binding over boards
- Edge decoration

**Group B**

- 17th Century laced vellum binding
- Tightback binding, full calf, Cambridge panel
- Islamic binding

**Research topic**

Topics agreed annually by Internal Assessors, to be tested at final examination



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