



## INTERNSHIP DESCRIPTION

**JOB TITLE:** Curatorial Intern (Paintings)

**DEPARTMENT:** Royal Collection Trust

**SECTION/BRANCH:** Paintings

**LOCATION:** York House, St. James's Palace

**REPORTING TO:** Senior Curator of Paintings

### 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 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 Paintings section of Royal Collection Trust is responsible for nearly 8,000 paintings and 3,000 miniatures in the Royal Collection. This includes all matters relating to care, conservation, access, exhibitions, cataloguing, maintenance of records and research. The curatorial staff are based at St James's Palace, London and painting conservators and art handlers in a studio in the Home Park, Windsor.



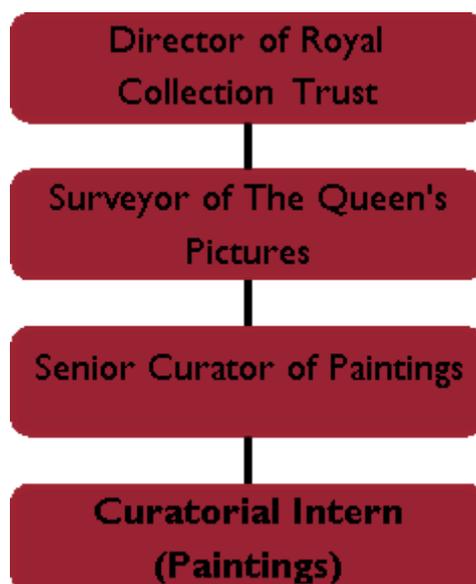
Royal Collection Trust, York House, St James's Palace, London SW1A 1BQ  
T. +44 (0)20 7839 1377, F. +44 (0)20 7839 8168, [www.royalcollection.org.uk](http://www.royalcollection.org.uk)

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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## Organisational Chart



The Curatorial Intern will report to the Senior Curator of Paintings and will work closely with all members of the curatorial and conservation team. The Intern will work collaboratively with colleagues across Royal Collection Trust. The Intern will occasionally have contact with other Royal Household employees and, on occasion, members of the public.

## Internship Purpose

The internship offers an opportunity to gain extensive first-hand experience of one of the curatorial sections of the Royal Collection Trust. The Intern will assist the members of the section in which they will be working in order to gain a better understanding of the relevant discipline. The Intern will also be provided with a specific project to develop an aspect of the section's work, and will be expected to produce a report at the end of the internship.

## Principal Accountabilities

The main opportunities are:

- To gain experience of working with a small curatorial team and to acquire a foundation in a wide range of the tasks and activities required of a curator;
- To work with a world-class collection of paintings on a daily basis;
- To develop greater insight into a specific area of curatorial responsibility through individual project work;
- To gain an understanding of Royal Collection Trust's custodial control systems.



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Tasks routinely undertaken will include:

- Working with inventories, historic records and archives;
- Assisting with the administration of loans and exhibitions;
- Researching paintings and miniatures and assisting with their display and presentation through a range of media;
- Updating inventory records;
- Assisting with the cataloguing of material new to the collection;
- Assisting with the photography of paintings and with picture research for publications;
- Assisting with condition checking across the Department;
- 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 normal location of the internship will be York House, St James's Palace, London; however, on occasion the intern may be required to work at other sites, including Buckingham Palace and Windsor Castle.

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

### Person Specification

#### Essential

- Degree (or equivalent) in Art History or a related subject.
- A demonstrable interest in European painting 1300 – 1950;
- Knowledge of and an interest in European history and art history;
- An enthusiastic approach and a willingness to make the most of the experience;
- Excellent verbal and written communication skills;
- A proven ability to work effectively and flexibly both independently and within a team environment;
- The ability to use initiative and take responsibility;
- An interest in the historical and contemporary context of the Royal Collection;
- Excellent organisational skills and attention to detail;
- An enthusiasm for in-depth art historical research;
- A basic knowledge of Microsoft Excel and PowerPoint.



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