



## INTERNSHIP DESCRIPTION

**JOB TITLE:** Curatorial Intern (Decorative Arts)

**DEPARTMENT:** Royal Collection Trust

**SECTION/BRANCH:** Works of Art

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

**REPORTING TO:** Assistant Curator of Decorative Arts

### 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 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  
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

Surveyor of The Queen's Works of Art

Assistant Curator of Decorative Arts

Curatorial Intern (Decorative Arts)

## Internship Purpose

The internship offers an invaluable opportunity to gain an insight into the Decorative Art section of Royal Collection Trust. The Intern will assist the various members of the Decorative Art section in order to gain a better understanding of curatorial work. The Intern will also be provided with a specific project in order to develop an aspect of the section's work 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 curatorial team and to acquire a strong foundation in a wide range of tasks and activities required of a Curator
- To gain first hand exposure to an unparalleled collection of works of art
- To develop greater insight into a specific area of curatorial responsibility through individual project work
- To gain an understanding of the Collection's curatorial control systems

Tasks routinely undertaken by the Intern may include:

- Working with inventories, historic records and archives
- Assisting with the administration of loans and exhibitions
- Researching the works of art and assisting with their presentation through a range of media
- Assisting with displaying works of art within the galleries and royal residences
- Updating existing inventory records
- Assisting with cataloguing of material new to the Collection
- Assisting with the photography of works of art and with picture research for publications
- Assisting with condition checking across the department
- General correspondence and administration as required

## Internship Dimensions



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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 York House, St. James's Palace, however, on occasion he or she may be asked to work in Buckingham Palace or 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 Decorative Arts (1600-1920)
- Enthusiastic approach and a willingness to make the most of the experience
- Effective verbal and written communication skills
- A proven ability to work independently without supervision
- A proven ability to work effectively 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.

### Desirable

- A demonstrable interest in the art and history of Japan



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