

JOB DESCRIPTION

JOB TITLE: Arts Storage Programme Manager

DEPARTMENT: Royal Collection Trust

LOCATION: London

REPORTING TO: Director of the Royal Collection

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.

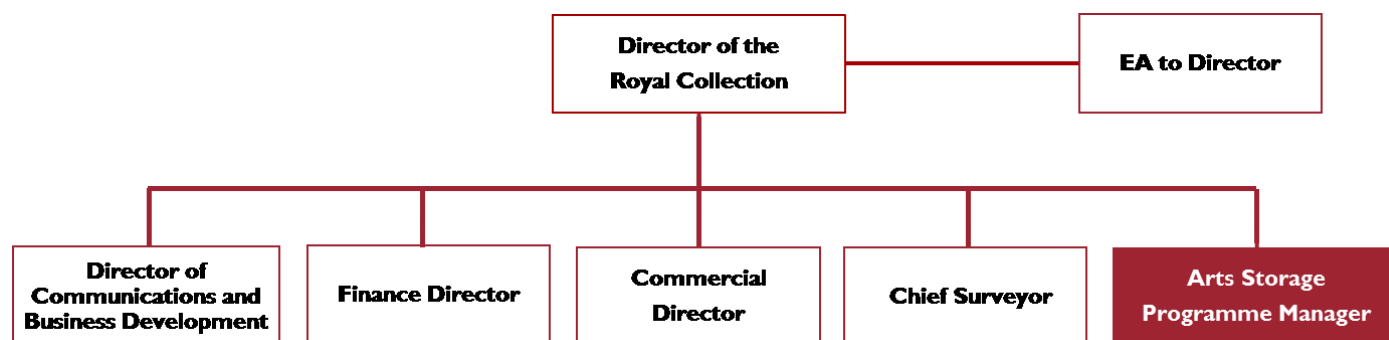
The Storage Programme has been designed to deliver an improvement in the conditions of storage for all Royal Collection objects across the Royal Estate. In practice this will mean commissioning a new store in Windsor Home Park ('New Arts Store') gaining statutory permissions and managing contracts. The programme will also consider new operational storage spaces in Buckingham Palace

and the Palace of Holyroodhouse, in order to service the essential functions of Royal Collection Trust in loan and exhibition preparation, and to propose improvements in the (very few) long-term storage spaces in the Official Residences.

Organisational Chart

Reporting to the Director of the Royal Collection, the Arts Storage Programme Manager has close working relationships with Surveyors and senior conservators and senior managers across the Royal Households, , and with the Collections Project Manager in the Buckingham Palace Reservicing Programme Management Office.

Externally, will have working relationships with The Crown Estate (in relation to Windsor Great Park), local authorities, regulatory bodies, contractors and consultants, and local stakeholders and partners at Windsor and Holyrood.



Job Purpose

The Arts Storage Programme Manager is the point of contact within the Royal Collection Trust (RCT) for the delivery of the project to improve storage conditions for all Royal Collection objects across the royal estate.

The post-holder provides overall control and co-ordination of the major capital programme to improve storage of the Collection. Through expert planning and execution, the post-holder will contribute to the delivery of the New Arts Store project on time and within budget

Principal Accountabilities

Programme Management:

- Coordinate and deliver all RCT input to the New Arts Store project, working in close collaboration with the Property Section Project Manager. This will include planning and coordinating the movement of works of art, in liaison with curators, conservators, the Collections Management team and the Buckingham Palace Reservicing programme.
- Plan and coordinate the de-installation and/or reinstallation of works of art from long term stores
- Act as the principle liaison between the curators, conservators, the Collections Management team and the Buckingham Palace Reservicing programme in all aspects of object movement
- Ensuring that all object movements are updated on the CMS to keep accurate records
- Leading the process of project planning, prioritisation and delivery of
 - environmental and physical improvements to the various stores and storage areas on the Royal Estate
 - The fit out of new operational stores at Buckingham Palace, Windsor & the Palace of Holyroodhouse, principally to facilitate the loans and exhibition programmes
 - Wherever possible to support the storage requirements of the BP Reservicing programme
- Chairing the Storage Programme Steering Group and act as a point of liaison between the SPSG and the Royal Collection Management Board
- Managing RCT and stakeholder engagement and communications

Project Sponsorship:

- Leading the creative development process, drawing first of all on in-house knowledge, ideas and expertise
- Establishing the business case and project framework for each storage project where applicable
- Defining the goal and vision for the project. Ensuring full engagement of stakeholders, co-ordinating investigations, options appraisals and recommending approaches; preparing and agreeing the Project Execution Plan (Project Brief, Cost Plans etc)
- Appointing, briefing, supporting and managing the Project Managers
- Oversee the provision of guidance, induction and coaching for contractors in order to promote awareness of best practice in relation to historic fabric and to minimise risk to works of art.
- Ensuring effective and appropriate communications plans are established for each project
- Managing the evolution of project plans: creating, communicating, reviewing and updating, and managing all 'milestone' approvals.
- Ensuring that key risks are identified and managed for each project
- Agreeing procurement processes with Project Managers, organising tender processes and appointment recommendations
- Project closure: managing handover, review and closure for all projects

- To support RCT Communications team in public programmes and external communications where appropriate in order to promote public understanding of the works programme and the associated works of RCT.
- Providing regular updates to RCT Management Board and RCT Trustee board

Job Dimensions

This post-holder has no line management responsibility however they will be responsible for advising and influencing up to and including board level.

Decision Making Responsibilities

The post-holder has considerable independence in day-to-day and operational decisions, and would work closely with senior colleagues and subject matter experts on the development of strategic plans or complex decisions.

Practical Requirements

The post-holder is required to work 37.5 hours per week, but due to the nature of the position the post-holder must have a flexible approach to working hours and weekend duties, particularly when works are in progress. The post holder will also be expected to assist as necessary with emergencies, if they occur in the duration of the programme.

Based at either London or Windsor, the post-holder will be required to travel regularly between both sites.

Person Specification

Essential

- Previous successful experience in programme management, managing multi-disciplinary professional teams, impact and influence at a senior level to ensure programme controls and delivery within a major arts collection/historic buildings
- Experience of the issues associated with managing the conservation, storage and movement of works of art, including understanding of environmental monitoring and control systems
- Excellent planning and programming skills and the ability to organise effectively a varied and reactive workload.
- Understanding/experience of the planning and delivery of large-scale storage construction projects for historic collection
- Exemplary and proven communication and stakeholder management skills able to engage with varied audiences.
- Proven ability to work collaboratively as a member of a multi-disciplinary team.

- Independent, self-motivated, determined and resourceful. Action and results-oriented with a hands-on, pragmatic approach
- Thinks strategically, but stays on top of tactical execution. Good judgement and problem-solving record through disciplined, analytical thought.
- Ability to remain calm yet decisive under pressure.

Desirable

- PRINCE2 or equivalent qualification