



JOB DESCRIPTION

JOB TITLE: Assistant Curator of Photographs

DEPARTMENT: Royal Collection Trust

SECTION/BRANCH: Photographs

LOCATION: Windsor Castle

REPORTING TO: Senior Curator of Photographs

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 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 Photograph Collection is one of the curatorial sections of Royal Collection Trust with responsibility for the conservation, presentation and interpretation of approximately 500,000 photographs within the Royal Collection. Most of these are housed at Windsor Castle, but St James's Palace, Buckingham Palace, Palace of Holyroodhouse, Sandringham, Balmoral and other royal residences have photographs, as well as other curatorial sections of the Royal Collection and other departments of the Royal Household. Material is also on long-term loan at other institutions, notably the British Film Institute.



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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.

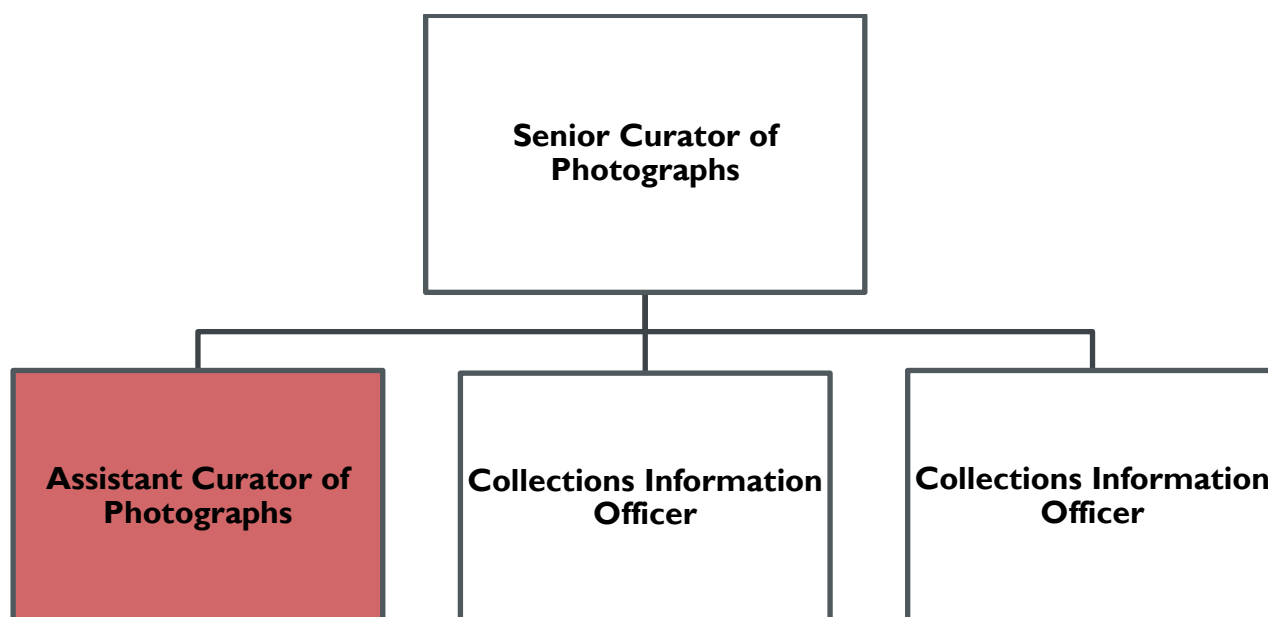
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The Royal Household

The Photographs section is responsible for all photographic items in the Royal Collection, including photographic prints, negatives, film and photographic equipment. It consists of material from the 1840s to the present day, including both official and personal photographs acquired by members of the Royal Family. The collection also acts as a repository for photographic material acquired by members of the Royal Family and other royal households when necessary, and for other departments of the Royal Household. The collection is of international significance. The responsibilities of the section include all matters relating to care, conservation, access and control of photographic material, exhibitions, cataloguing, maintenance of records and research.

Organisational Chart



The Assistant Curator reports to the Senior Curator of Photographs, and works closely with wider curatorial departments, other Household Staff, external partners and organisations and members of the public.

Job Purpose

To support the Photographs curatorial team in implementing the agreed strategy for the Photograph Collection, focusing on preservation, conservation, storage and access, and covering all aspects of collections management (curatorial, archival, academic, conservation, and digitisation).

The post-holder is part of a team with responsibility for enabling public access to the Photograph Collection, disseminating knowledge through written and verbal communication including catalogues, enquiries, Collection Online entries and lectures, while being mindful of the security and privacy of sensitive material within the Collection.



Principal Accountabilities

Implementing the proper custodial control, housing and conservation of the Photograph Collection, to ensure the satisfactory conservation, storage and movement of photographs, whether in the Round Tower, in long-term storage facilities, hanging in the royal residences, or on long-term loan.

Responding to enquiries about the collection from colleagues and the public.

Acting as the social media representative for the photographs department and leading on the creation of new digital content, including short films.

Enhancing object records on the CMS/COL database, including full scholarly cataloguing where desirable, and in general maintaining the manual and electronic records of the Photographs collection.

Responsibility for individual visitors wishing to study works in the Photograph collection. Activities include: corresponding with and booking in visitors, ensuring all visitors are cleared on the EVA system; assembling material and invigilating researchers (with the assistance of other Photographs staff) while ensuring that the study area is kept clean, tidy and safe at all times.

Arranging sessions with in-house and external photographers to photograph works in the collection, as necessary.

Curating exhibitions (solely and in collaboration) at The Queen's Galleries and partner venues. Activities include: developing themes and presenting proposals; selecting suitable material; liaising with conservators and the Exhibitions section; preparing the catalogue and other interpretative material; contributing to the Learning programme; representing the Royal Collection at press and private views of exhibitions.

Acting as the Photographs liaison for exhibitions curated by other sections but including photographs, as required; and working with the Librarian and with other colleagues to contribute to focussed displays for special group visits.

Writing scholarly and general articles for publication, and giving public lectures and talks on the Collection.

Contributing to group visits, public learning events and other activities in Windsor, London and Edinburgh, as organised by the Development and Learning teams.

Assisting the Senior Curator, other colleagues in the Photographs collection, and colleagues in the Paper Conservation section in all other matters relating to the running of the Photographs section, and more generally with the activities of Royal Collection Trust, as required.

Job Dimensions

The post-holder has no budgetary or direct line management responsibilities, but will be asked to work with and assist the Collections Information Officers.



Decision Making Responsibilities

The post-holder is expected to resolve most day-to-day issues that arise in the course of duty, but would refer regularly to the Senior Curator of Photographs as required.

Practical Requirements

The standard working hours are 37.5 per week, Monday to Friday. The post-holder is principally based at Windsor Castle. However, due to the nature of the role, they may occasionally be required to travel and work at other locations, and be flexible regarding working hours. Some flexibility between office and home-working may be considered.

Person Specification

Essential

Educated to degree level in a relevant subject, ideally with a specialisation in 19th century history, art history and/or the history of photography.

Good knowledge of photographic processes.

Experience of working with special collections, with an understanding of conservation issues regarding early photographs and albums.

Experience with cultural heritage cataloguing database systems or other archival cataloguing systems, and IT skills covering Microsoft Office applications (Word, Excel, Outlook).

Experience with planning and curating and/or contributing to exhibitions, including writing text for labels and catalogue entries.

Working knowledge of copyright laws.

Excellent verbal and written communication skills and attention to detail.

Self-motivated, with excellent organisational skills and the ability to prioritise own workload to meet deadlines, and monitor the progress of a project.

A proactive and flexible approach with the ability to work independently without constant supervision.

Excellent interpersonal skills, and the ability to work collaboratively with team members, specialists and other stakeholders.



Desirable

The Royal Household

Experience with couriating artworks nationally and internationally.

A valid UK/EU driving licence.

Fluency in a modern foreign language, ideally German.