



## JOB DESCRIPTION

**JOB TITLE: Administrator, Picture Conservation Studio**

**DEPARTMENT: Royal Collection Trust**

**SECTION/BRANCH: Paintings Conservation**

**LOCATION: Windsor Castle**

**REPORTING TO: Registrar (Pictures) and Conservation Studio Co-ordinator**

### 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 Picture Conservation section of the Royal Collection Department is responsible for the restoration, conservation and presentation of all Paintings at Windsor, Buckingham Palace, Sandringham, Holyrood, Hampton Court, St. James's Palace and Osborne House. There are over 7,000 paintings in the Collection.



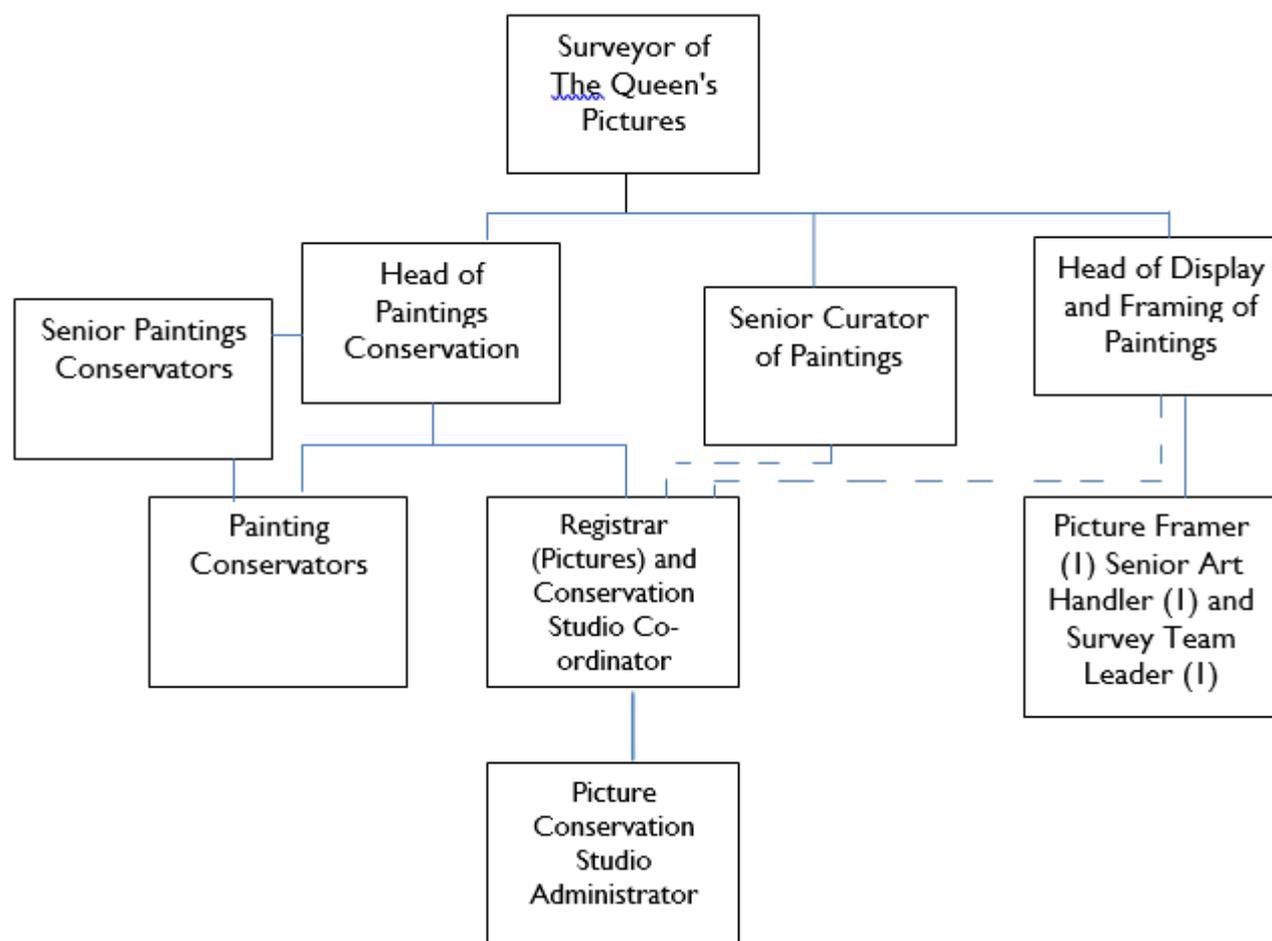
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The Royal Collection Trust is a company limited by guarantee registered in England and Wales (2713536) and a charity registered in England and Wales (1016972) and in Scotland (SC039772). Registered office: York House, St James's Palace, London SW1A 1BQ.

This document is not contractual and may be subject to change following consultation with the post-holder



## Organisational Chart



## Job Purpose

The post holder will be required to provide support to the Registrar (Pictures) in their duties. They will provide efficient administrative support to the Picture Conservation Studio and Workshop through record and database management, the ordering of supplies, filing, budgets and other office activities of the Picture Conservation Studio. In addition they will assist in co-ordinating internal and external picture movements.

## Principal Accountabilities

- To provide support to the Registrar in planning and arranging the movement of Royal Collection works between Royal Collection sites and external locations as directed, booking transportation, preparing instructions and liaising with other departments of the Royal Household and external contractors
- To handle telephone calls and e-mail correspondence and undertaking the general administration of the Conservation Studio in support of the conservation and framing programme and assisting conservators to respond to inquiries



## The Royal Household

- To ensure movements and locations of paintings are recorded accurately and updated on the central database
- To act as Courier for RCT paintings: accompanying paintings in transit, condition checking at the venue and overseeing installation and deinstallation and packing at the internal site or borrowing institution
- To plan and book all travel and accommodation for Conservation Staff away on site work
- To co-ordinate day-to-day administration of the Conservation Studio Budget. Ordering specialist conservation and framing materials including picture cases, chemicals and packing materials but also office and cleaning supplies
- To arrange studio conservation photography of paintings prior to exhibition, loan or movement and pre- and post- conservation treatment
- To record conservation information produced by external conservators into the central database and inputting historic data
- To liaise with Property Section and external contractors regarding the servicing and maintenance of conservation workspaces.

### Job Dimensions

The job holder has contact with all levels of Royal Household staff and occasionally with members of the Royal Family. Externally the job holder has contact with suppliers, contractors, researchers, and members of the public.

The post-holder has no line management responsibility.

### Decision Making Responsibilities

The post-holder resolves most of the day to day issues that arise in the course of duty but would refer regularly to the Registrar (Pictures) and Conservation Studio Coordinator.

### Practical Requirements

Based at the Picture Conservation studio in Windsor Home Park, the post-holder will be contracted to work 37.5 hours per week Monday to Friday, 9.00-5.30. The post-holder will sometimes be required to work at other sites, including Buckingham Palace and St. James's Palace.

### Person Specification

#### Essential

- Substantial administrative experience and an organised approach, with established time management skills and the ability to manage a varied and changeable workload.



## The Royal Household

- Excellent initiative, particularly when dealing with the unexpected, and a proactive approach to work.
- Exceptional verbal and written communication skills and an ability to communicate confidently and tactfully with a wide range of individuals and organisations.
- The ability to establish and maintain effective working relations with external contractors
- Strong organisational skills and a high level of literacy, accuracy and excellent time management skills.
- First-rate IT skills covering Microsoft Office applications: Word, Excel, Outlook.
- The ability to work well both as part of a team and on their own initiative.
- A service focused approach, with an ability to work independently without constant supervision, but also collaboratively as part of a supportive team.
- Excellent communication skills, tact, and the ability to deal with people at all levels.

### **Desirable**

- Educated to degree level
- Full driving licence
- Knowledge and understanding of the display, handling, and transport requirements of paintings.