



## JOB DESCRIPTION

**JOB TITLE:** Senior Art Handler (2 year fixed term)

**DEPARTMENT:** Royal Collection Trust

**SECTION/BRANCH:** Paintings

**LOCATION:** Windsor Castle

**REPORTING TO:** Head of Display and Framing of Paintings

### 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 Pictures Department is made up of curators, picture conservators and specialist framers and art handlers responsible for the management, safety, conservation, display and interpretation of the collection of 8,000 paintings and 3,000 miniatures. The department works with colleagues within the Royal Collection on the presentation of the palaces open to the public and on the temporary exhibitions at The Queen's Galleries in Edinburgh and London.



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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.

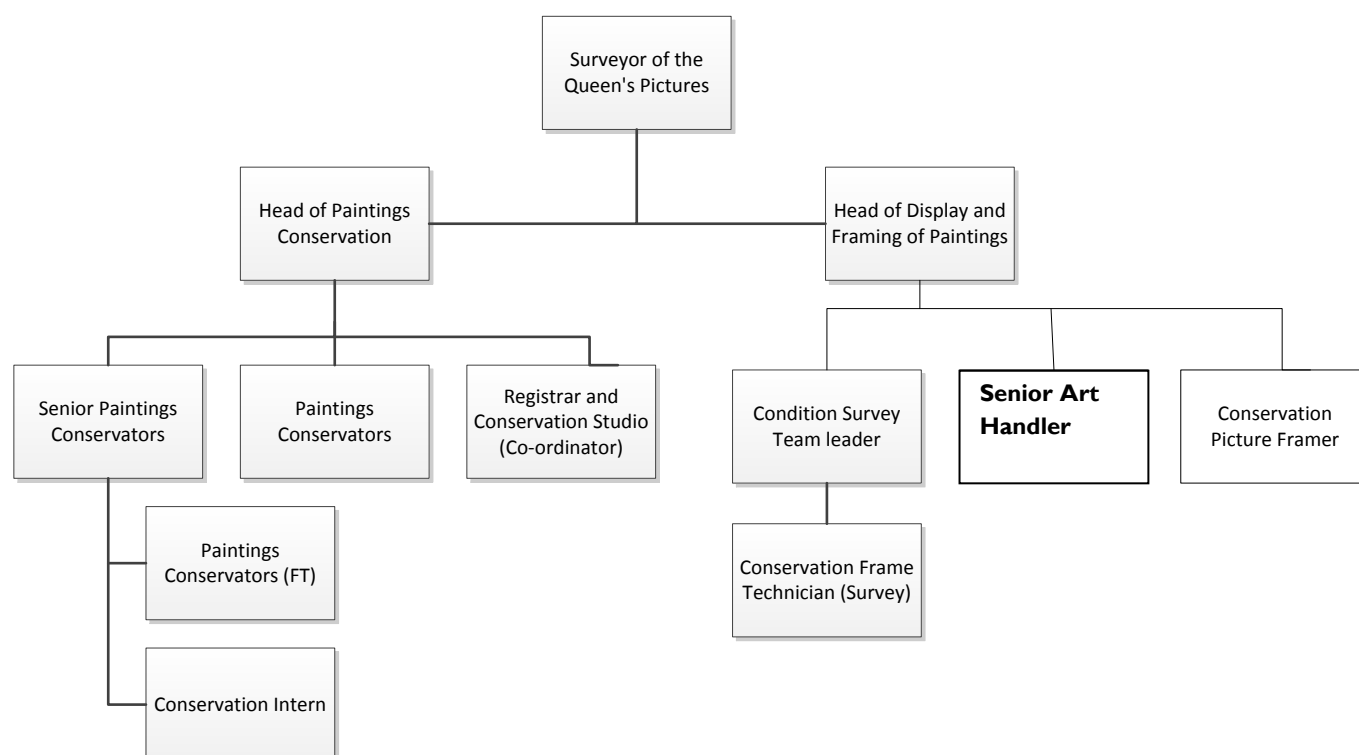
This document is not contractual and may be subject to change following consultation with the post-holder



## The Royal Household

The Framing and Display section of the Paintings department support the curators and conservators in the care of the collection and delivery of an ambitious exhibitions and loans programme. In addition to installing exhibitions in the two Queen's Galleries in London and Edinburgh and preparing paintings in the studios in Windsor and London, picture moves are carried out throughout the residences (including those managed by English Heritage and Historic Royal Palaces and in private use). Department staff also act as couriers nationally and internationally.

### Organisational Chart



Line managed by the Head of Display and Framing of Pictures. Internally, the job holder has contact with all levels of Royal household staff and occasionally members of the Royal Family. Externally, the job holder has contact with conservators, museums and house managers as well as freelance technicians and transport companies.

### Job Purpose

The post holder will be responsible for the planning and co-ordination of complex picture moves and substitutions between Royal residences. They will ensure the protection of paintings conserving the collection, and co-ordinate picture moves in conjunction with the Royal Collection's busy exhibition and loans programmes, and the operational requirements of the Royal Household.

The post holder will work closely with key stakeholders across the organisation, as well as external specialists.



## Principal Accountabilities

Working closely with colleagues across Royal Collection Trust, organise and co-ordinate picture moves, substitutions in residences and installations in the Queen's Galleries, in conjunction with the operational requirements of the Royal Household and programme of loans and exhibitions.

Supervise and direct freelancers and specialist art handlers from external organisations, as well as internal colleagues, when handling, installing, packing and transporting paintings, to ensure the conservation of the collection.

Using condition reports, advise on suitable protection methods for the transportation of paintings. Work closely with packing case suppliers and transport managers to ensure the best conservation standards are applied.

Assist with the preparation of frames and framing of paintings to conservation standards.  
Produce method statements and risk assessments as required.

Ensure that all movements of works of art are updated on CMS so that complete custodial control is maintained.

Be responsible for the maintenance and upkeep of equipment, ensuring H&S requirements are met.

Source, procure and prepare materials, supplies and equipment for studio work and in situ trips. The post holder will select the best materials, methods and equipment for their areas of responsibility.

Be responsible for the upkeep and safe operation of the Pictures Van.

## Job Dimensions

The job holder has no line management or budgetary responsibility but will procure materials, equipment and services ensuring they are properly coded.

The job holder supervises freelance and contract staff in the course of their duties.

## Decision Making Responsibilities

The post-holder is required to resolve matters that occur on a day-to-day basis but refer procedural changes to the Head of Display and Framing, Curators or Conservators.

## Practical Requirements

The post-holder is principally based at the Windsor Paintings Studio, but will be required to travel to residences around the country working on the collection. The post-holder will be required to regularly work away from home, usually for no longer than a week at a time.

Due to the nature of the role, flexibility is required regarding working hours and locations.



## Person Specification

Significant art handling experience in historic buildings, working with large framed oil paintings on canvas and panel.

Extensive knowledge of methods of installing and transporting large and fragile historic paintings and the selection of materials, methods and equipment required.

Ideally hold a recognised qualification in a branch of conservation and collections care, or a related skill.

Self-motivated, with excellent planning, organisational and administrative skills, and the ability to prioritise own workload to meet tight deadlines.

Excellent communication and interpersonal skills, with the ability to liaise with a range of internal and external stakeholders.

A good understanding and knowledge of the field of conservation, its aims and ethics.

A proactive approach with the ability to work independently without constant supervision undertaking decisions as required, but also collaboratively with team members, including specialists in their own field.

Have good IT skills and working knowledge of MS Office applications.

Be competent, experienced and confident working at height from both ladders and access equipment.

Possess wood working skills.

Possess a clean driving license and be able to drive a van