



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Assistant Curator of Prints and Drawings</b>
<b>DEPARTMENT:</b>	<b>Royal Collection</b>
<b>SECTION/BRANCH:</b>	<b>Pictures</b>
<b>LOCATION:</b>	<b>Windsor Castle</b>
<b>REPORTING TO:</b>	<b>Senior Curator of Prints and Drawings</b>

### Job Context

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, most of which are regularly open to the public. A considerable number of works from the Collection are on long-term loan to institutions throughout the UK, and short-term loans are regularly made from the Collection to exhibitions around the world. The works of art contained within the Royal Collection are held by The Queen in right of the Crown and are held in trust for her Successors and for the Nation.

The Royal Collection Trust is a charitable trust regulated by the Charity Commissioners and the Office of the Scottish Charity Regulator. It was established in March 1993 in order to take responsibility for the trading activities which fund the maintenance, conservation, custody, presentation and curatorial aspects of the Royal Collection and the royal palaces, and for the trading activities that support them and the Royal Archives. The trustees on advice from the Director determine how the income generated should be used. The wholly owned trading subsidiary is Royal Collection Enterprises Limited. The activities of the Royal Collection are undertaken without recourse to public funds.

The Prints and Drawings section is part of the Pictures section of the Royal Collection. It is responsible for the works of art on paper in the Royal Collection (both within the Print Room itself, and hanging in the royal residences), including old master drawings, eighteenth- and nineteenth-century watercolours, and prints – over 150,000 items in all. This includes all matters relating to care, conservation, access, exhibitions, cataloguing, maintenance of records, and research. The Assistant Curator is the junior member of the curatorial team.



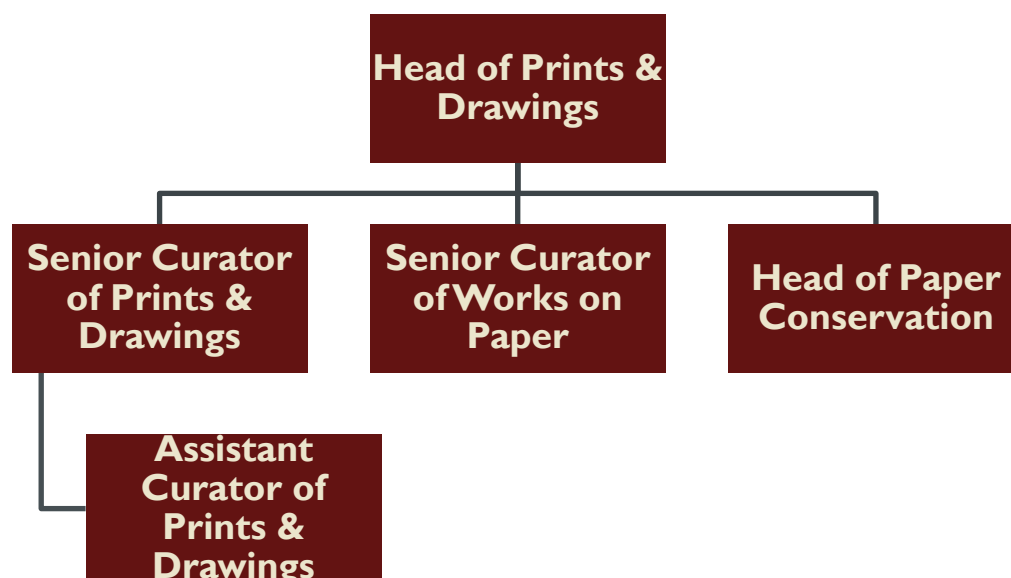
Royal Collection Trust, York House, St James's Palace, London SW1A 1BQ  
T. +44 (0)20 7839 1377, F. +44 (0)20 7839 8168, [www.royalcollection.org.uk](http://www.royalcollection.org.uk)

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.

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



## Organisational Chart



## Job Purpose

The Assistant Curator provides access to the prints and drawings in the Royal Collection, by facilitating individual and group visits to the Print Room, curating exhibitions and other displays, cataloguing works and updating records, coordinating social media posts, arranging photographic sessions, answering public queries, and so on.

## Principal Accountabilities

To make arrangements for visitors (individual and group) to the Print Room: corresponding with prospective visitors, arranging for security clearance, getting out material, and invigilating visits.

To arrange photographic sessions of works of art on paper: liaising with the Picture Library and photographers, assembling items for photography and returning them to storage.

To catalogue items and prepare texts for the Royal Collection website and other publications, both in print and online.

To act as the Print Room's coordinator of social media output: attending planning meetings, suggesting suitable material for posts and preparing texts, in liaison with colleagues across RCT.

To answer enquiries from the public and from colleagues on all aspects of the Print Room's holdings.



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To assist with the maintenance of records, both manual and computerised; to ensure that all object movements into, out of and within the Print Room are logged on CMS (either directly, or in liaison with a colleague); and to assist with inventory checks across the royal residences.

To assist with the storage of Print Room material, within the Print Room, in the California Stores at Windsor, and elsewhere; and to keep the Print Room areas tidy and safe.

Under the direction of the Head or Senior Curator of P&D, to liaise with conservators, handing items over for conservation and signing them back upon completion.

To assist in the curatorial aspects of the movement of framed P&D as part of the Buckingham Palace Reservicing project: preparing schedules of material to be moved, planning locations of reinstated material, and liaising with conservators and other members of the project team.

To curate or assist with displays and exhibitions of Print Room and other Royal Collection works, both in public contexts (eg. in The Queen's Galleries) and internally (eg. for group visits to the Library): selecting items, writing catalogue entries, preparing other interpretative material, contributing to the learning programme, liaising with designers and publishers, representing RCT at press and private views, and all other aspects of exhibition work.

When required, to act as a courier accompanying works of art on paper to exhibitions, both nationally and internationally, supervising the installation of those works at the borrowing institution.

To deliver lectures and other public talks on the prints and drawings in the Royal Collection.

### Job Dimensions

The postholder has no budgetary control and does not manage other members of staff, but may on occasion supervise volunteers, work placements etc.

### Decision Making Responsibilities

The postholder resolves most of the day to day issues that arise in the course of duty, in consultation with the other Curators and Head of Prints and Drawings.

### Practical Requirements

Principally based at Windsor Castle, the postholder will be contracted to work 37.5 hours per week, Monday to Friday, 9am-5.30pm. However, due to the nature of the role he/she will frequently be required to travel and work at other locations and to be flexible regarding working hours.

### Person Specification

Essential:

- A broad interest in and knowledge of western art, and British and European history;
- A specialist interest in a field of art history of direct relevance to the Print Room's holdings;
- A relevant degree in the arts or humanities;



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- Experience of working with a museum-type collection, ideally of prints and/or drawings;
- Excellent verbal and written communication skills;
- Experience of a range of IT applications;
- High standards of accuracy and an eye for detail in all activities;
- The ability to work effectively as a member of a team and on own initiative;
- The ability to handle and move heavy frames, boxes, portfolios and volumes.

### Desirable:

- A working knowledge of major European languages (particularly French, Italian or German);
- A full UK driving licence.