



## JOB DESCRIPTION

**JOB TITLE:** Administrator, Paper Conservation

**DEPARTMENT:** Royal Collection Trust

**SECTION/BRANCH:** Fine Art & Royal Library

**LOCATION:** Windsor Castle

**REPORTING TO:** Head of Paper Conservation

### 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.

Amongst its collection items, the Royal Collection holds approximately 200,000 books and manuscripts, 37,000 drawings and watercolours, 150,000 prints, 4,400 maps and plans, 3,000 miniatures, 600 fans, 400,000 photographs, and 4,300 coins and medals in addition to bank-notes, seals, insignia and other material. Most of these are located at Windsor Castle, in the Royal Library, Print Room, and Photograph Collection. Approximately 7,000 framed works of art on paper and photographs (within the above figures) hang in the different residences; Clarence House, Sandringham House, Balmoral Castle, and the Palace of Holyroodhouse also have libraries, and working libraries are attached to the several curatorial sections. There are many millions of records in the Royal Archives, mainly located in the Round Tower, Windsor Castle.



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)

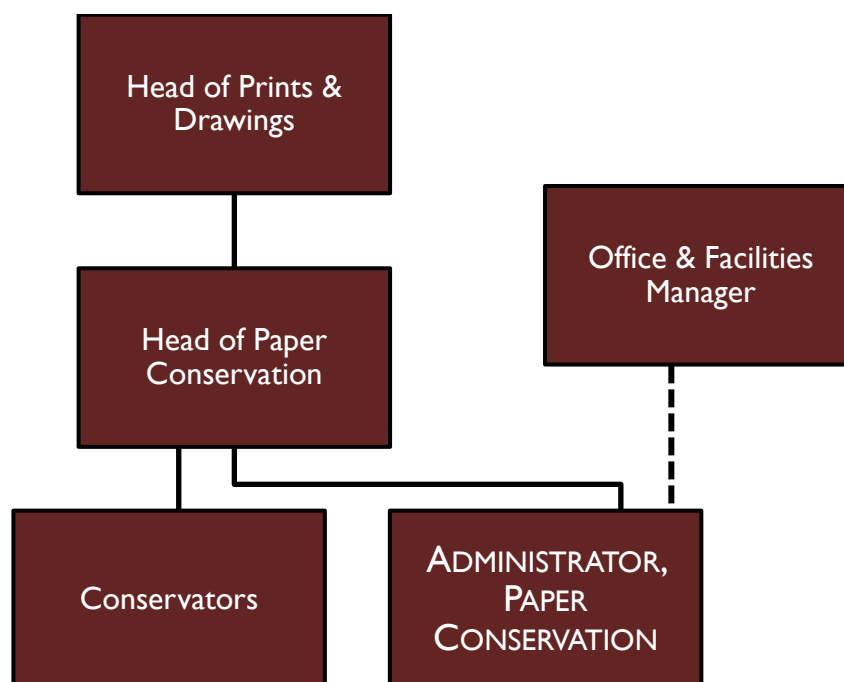
The Royal Collection Trust is a company limited by guarantee registered in England and Wales (2713536) and a charity registered in England and Wales (1016972) and in Scotland (SC039772). Registered office: York House, St James's Palace, London SW1A 1BQ.

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



The Paper Conservation and Royal Bindery teams assist in furthering the aims of the Royal Collection in maintaining, conserving, and presenting the collection and the Royal Archives to the highest possible standards. Their work is carried out in studios located within the Royal Library area and The Round Tower, Windsor Castle.

## Organisational Chart



The post-holder reports to the Head of Paper Conservation working under the additional supervision of the Office & Facilities Manager.

The post-holder works primarily with Paper Conservation and Facilities staff. They also work in close conjunction with other conservators, curators, and Library staff based at Windsor, as well as liaising with curatorial, conservation and administrative personnel throughout the Royal Collection in all royal residences. The post-holder also has frequent contact with other departments across the Royal Household, and occasionally members of the Royal Family.

Externally, the job holder deals with the public, researchers, contractors and suppliers.

## Job Purpose

To provide administrative support to the Paper Conservation studios, assisting with the management of conservation treatments, documentation, filing, budgets, enquiries, loan activities, the movement of artworks, the ordering of supplies, and the administration of all other conservation workshop activities.



## Principal Accountabilities

- To provide office support such as minute-taking, document and report-drafting, proof-reading, correspondence, records management and diary maintenance.
- To prepare and maintain records in relation to the conservation treatment and location of collection items.
- To research equipment and materials, and order goods, provisions and services in accordance with procurement guidelines, limits of financial authority and budgets.
- To assist in the compilation of condition reports and other documentation relating to loans.
- To enter historic conservation documentation and images (including metadata) onto the central databases.
- To act as a point of contact/liaison with other RCT sections and Royal Household departments, handling telephone calls and email correspondence, taking and forwarding messages as appropriate, and assisting in responding to general enquiries.
- To keep track of departmental budgets and assist in the compilation of budget bids.
- To provide Health and Safety support including COSHH and appropriate management of hazardous waste material.
- To provide support in arranging the movement of Royal Collection works between sites and to external exhibitions.
- To liaise with Property Section and external contractors regarding the servicing and maintenance of conservation workspaces.
- To co-ordinate with the Office & Facilities team in organising group visits of the Paper Conservation studios and Print Room spaces.
- To plan and book travel and accommodation for conservators working in other royal residences, and attending training and conferences.
- To assist with in-house and external conservation events, studio tours and new starter inductions.
- To arrange visits from researchers and contractors, processing their security clearance on EVA.

## Job Dimensions

The post-holder supports the Heads of Paper Conservation in the administration of the Paper Conservation budget and has spending authority up to £1000.

The post-holder has no line management responsibility.



## Decision Making Responsibilities

The post-holder is required to resolve most day-to-day issues that arise relating to administration of the Paper Conservation department and has independence in facilitating routine operational processes.

More complex or sensitive issues, or those with greater budget implications, are referred to the Head of Paper Conservation as appropriate.

## Practical Requirements

Working 18.75 hours a week, over 3 days, the post-holder is principally based at Windsor Castle.

Due to the nature of the role flexibility may be required; the post-holder will sometimes be required to work from other locations and occasional evenings.

## 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.
- 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.
- Strong attention to detail and accuracy.
- Excellent IT skills covering Microsoft Office applications, and a good knowledge of image processing programmes and databases.
- 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
- An interest in conservation, art and the heritage sector.
- A broad general knowledge of European art and history.