



JOB DESCRIPTION

JOB TITLE: Learning Curator

DEPARTMENT: Royal Collection Trust

SECTION/BRANCH: Learning / Content and Audiences

LOCATION: Palace of Holyroodhouse, Edinburgh

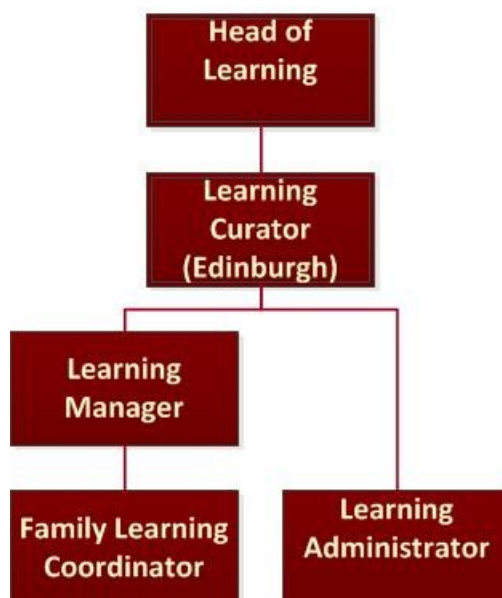
REPORTING TO: Reporting to Head of Learning

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. Royal Collection Trust is charged with the care and preservation of the Royal Collection and its presentation to the public.

The Learning section is responsible for the development and delivery of learning programmes and interpretative resources for London, Windsor, Edinburgh and online. The mission of the Learning section is to encourage the broadest possible audience to engage with and be inspired by the Collection and Palaces. We do this by creating programmes and resources that engage audiences with the themes of art, architecture, history and monarchy. Our goal is to be recognised as leaders in this field, within the museums, galleries and heritage sectors.

Organisational Chart



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



Job Purpose

The Learning Curator will use their professional skills, vision and experience to play a critical role in initiating and developing learning and interpretation programmes at The Palace of Holyroodhouse. This will include establishing new partners from across the cultural sector and beyond and strengthening existing relationships. The Learning Curator will lead the learning team in Edinburgh and contribute to the Learning Strategy as a whole.

Principal Accountabilities

- To set the strategy and quality control delivery of all Learning provision in Edinburgh in consultation with the Head of Learning.
- To develop a varied and innovative adult learning programme, increasing the profile and range of events and generating income where appropriate.
- To lead on interpretation working closely with Curatorial and Visitor Services to develop multimedia tours for the Palace and for temporary exhibitions at The Queen's Gallery.
- To contribute to the development of written interpretation and oversee online interpretation produced by the learning team.
- To develop strategic relationships and partnerships with local and national stakeholders as well as with innovative cultural delivery partners.
- To manage the Learning Manager ensuring the strategic development of the schools and family provision.
- To manage the Learning Administrator ensuring smooth coordination, communication and marketing of all learning activities.
- To work closely with the Access and Inclusion Managers ensuring coherence with strategic objectives as well as a balanced programme.
- To collaborate with the wider Learning team, particularly the Learning Curators at London and Windsor to share contacts, best practice and support the development of public programming across all sites.
- To liaise with other internal stakeholders such as Curatorial, Communications, Visitor Services, Ticketing and other teams to ensure positive working relationships.
- To work with the Development team to secure funding for special projects alongside the Head of Learning.
- To manage the adult learning budget and oversee the wider learning budget in Edinburgh contributing to budget planning and review.
- Set and monitor Learning KPIs in Edinburgh and oversee all evaluation contributing to cross-site planning and reporting processes.
- Have a thorough knowledge and understanding of the Royal Household Child Protection Policy.
- Understand and follow health and safety procedures and contribute to Risk Assessments.

Job Dimensions

The post holder will oversee the total annual programming budget of approximately £45,000. And will directly manage an adult programming budget of approximately £15,000. They will also oversee any external funding for special projects when they arise.



This role will directly line manage the Learning Manager and Learning Administrator. The post holder will lead the wider Learning team in Edinburgh and multiple freelancers.

Decision Making Responsibilities

The post-holder resolves most of the day to day issues that arise in the course of duty but would refer to the Head of Learning on matters relating to development funding, policy or in determining strategy.

Practical Requirements

The post holder will be based in Edinburgh. Regular out of hours working will be required in support of the adult programme.

Person Specification

Qualifications, knowledge and experience

- Educated to degree level
- Experience of developing and implementing strategy and work closely with senior colleagues to achieve strategic objectives
- Proven ability to initiate innovative public programming
- Budget management skills
- Experience of managing and developing a team
- Experience of working with a broad range of stakeholders across the cultural sector
- Familiarity with evaluation and reporting methodologies
- A passion for facilitating learning and engagement, and the ability to inspire curiosity and enthusiasm
- An interest in and knowledge of fine and decorative arts, architecture and heritage.
- Proven ability to work collaboratively as part of a team and to establish good professional relationships with internal colleagues and develop strategic external partnerships.
- A strategic thinker able to adopt an organisation perspective. Happy to formulate strategy whilst having an active, hands-on role. Able to see, communicate and persuade others of the bigger picture whilst ensuring that the team delivers against the detail.
- Excellent planning skills and the ability to effectively organise and prioritise a varied workload to meet tight deadlines.
- Pro-active and able to demonstrate initiative, with high levels of self-motivation and drive.
- Excellent written communication skills, with the ability produce work that is clear, accurate and appropriate for varied audiences.
- A customer champion able to utilise feedback and data insights to improve service delivery.