



JOB DESCRIPTION

JOB TITLE: Paintings Conservator

DEPARTMENT: Fine Art and Library, Royal Collection Trust

SECTION/BRANCH: Picture Conservation

LOCATION: Conservation Studio, Windsor Home Park

REPORTING TO: Head of Paintings 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, 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 Picture Conservation section 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.



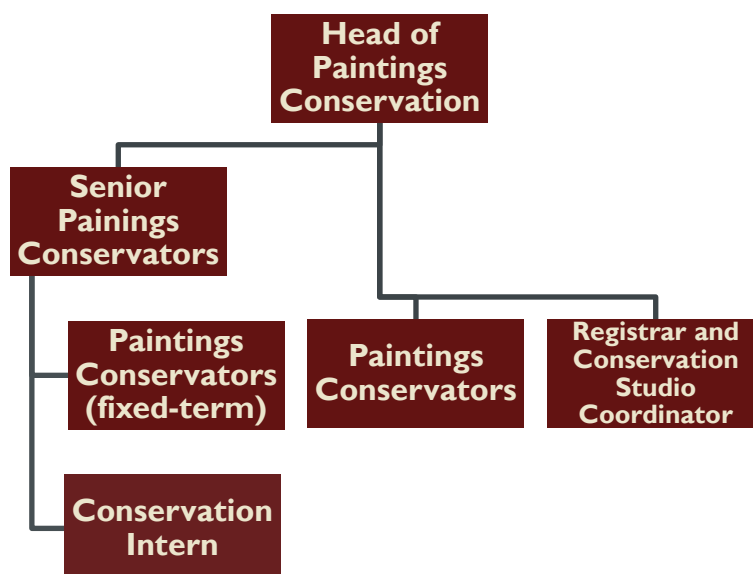
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The Royal Collection Trust is a company limited by guarantee registered in England and Wales (2713536) and a charity registered in England and Wales (1016972) and in Scotland (SC039772). Registered office: York House, St James's Palace, London SW1A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

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



Organisational Chart



Job Purpose

To conserve, restore and maintain all paintings within the Royal Collection.

Principal Accountabilities

The conservation, cleaning and restoration of paintings, supported by scientific analysis when necessary, to ensure that the collections are preserved and maintained to the highest standards possible and ensuring the most appropriate methods and materials are employed at all times.

Carrying out structural treatment, surface-cleaning, retouching and varnishing, both in the studio and in situ, to ensure that a painting or groups of paintings are structurally sound and of satisfactory appearance.

Writing full reports on the condition and treatment of paintings, assembling comprehensive photographic records, compiling and maintaining updated condition reports on all paintings in the Collection, to help monitor possible deterioration.

Ensuring records are updated regularly and accessible to conservation and curatorial colleagues on the CMS database.

Planning, scheduling and co-ordination of conservation treatments for selected Queen's Gallery exhibitions providing the key point of contact between the conservation studio, curatorial staff, the Head of Framing and Displays, the Pictures Registrar and the Exhibitions Department.

To deliver public lectures and prepare scholarly and other articles relevant to the Royal Collection's conservation activities, aims and objectives.



The Royal Household

To actively promote the role of Conservation within and beyond RCT and providing informative and engaging material for the Conservation pages of the RCT website.

To assist with the running of the conservation studio, assessing and planning the work to cover commitments to exhibitions in The Queen's Gallery, external loans and a long term programme for the conservation of the easel paintings within the Royal Collection, distributed throughout the various Royal Residences and on loan to official bodies.

Checking the environment in The Queen's Gallery and the areas within the Royal Residences where pictures are displayed or stored.

Job Dimensions

The post-holder shares responsibility for the paintings collections, displayed in state, public and private apartments of the occupied Royal Palaces and for those on display at Historic Royal Palaces and those on long-term loan. The post-holder has no line management or budgetary responsibility.

Decision Making Responsibilities

Largely working unsupervised, the post-holder is expected to resolve most of the day to day problems that arise in the course of duty, but refer to the Head of Paintings Conservation or senior colleagues on matters of complexity or procedure.

Practical Requirements

The standard working hours are 9.30 a.m. to 5.30 p.m. Monday to Friday, with one hour for lunch, but owing to the nature of the post, a flexible approach to work is required. Although the post-holder's primary workplace is Windsor, regular travelling to other Residences is required. Due to the location of the Conservation studios, possession of own transport would be beneficial.

Person Specification

- A degree or equivalent in Art History/Science/Fine Art and a post-graduate qualification in the Paintings Conservation
- Significant practical experience in all aspects of paintings conservation
- Proven ability to plan and manage their own work programmes and meet deadlines while ensuring standards are maintained
- Good communication skills
- The ability to work both independently and as part of a team
- A high level of problem-solving abilities and an attention to fine detail
- A high level of computer literacy