



## JOB DESCRIPTION

**JOB TITLE:** Assistant Curator (Prince Albert Project) (2 year fixed term)

**DEPARTMENT:** Royal Collection

**SECTION/BRANCH:** Fine Art and Library (Photographs)

**LOCATION:** Windsor Castle

**REPORTING TO:** Senior Curator of Photographs

## Job Context

Royal Collection Trust (RCT) is the department of the Royal Household charged with the care and preservation of the Royal Collection and its presentation to the public. Of the five departments it is 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.

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 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, Windsor Castle and the Palace of Holyroodhouse. 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 Photograph Collection is one of the five curatorial sections of Royal Collection Trust with responsibility for the conservation, presentation and interpretation of approximately 500,000 photographs within the Royal Collection. Most of these are housed at Windsor Castle, but St. James's Palace, Buckingham Palace, Palace of Holyroodhouse, Sandringham, Balmoral and other royal residences have photographs, as well as other curatorial sections of the Royal Collection and other departments of the Royal Household. Material is also on long-term loan at other institutions, notably the British Film Institute.



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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 Photographs section is part of the Fine Art and Library section of the Royal Collection. It is responsible for all photographic items in the Royal Collection, including photographic prints, negatives, film and photographic equipment. It consists of material from the 1840s to the present day, including both official and personal photographs acquired by members of the Royal Family. The collection also acts as a repository for photographic material acquired by members of the Royal Family and other royal households when necessary, and for departments of the Royal Household. The collection is of international significance. The responsibilities of the section include all matters relating to care, conservation, access and control of photographic material, exhibitions, cataloguing, maintenance of records and research.

### Prince Albert Project:

Royal Collection Trust is embarking on a major project on the life, works, and legacy of Prince Albert, documenting his enormous contribution to 19th-century Britain and the world. Every sphere of national life was in some way touched by the many facets encompassed in being Prince Consort to Queen Victoria: husband, father, de facto Private Secretary, guide and mentor to some of the greatest national projects of his day, university chancellor; art historian, collector and patron of art, architecture and design. The period of his active life in Britain is one which saw a fundamental change in social welfare, in university education, in the structure of government and parliament, and in British relations with the rest of the world. It witnessed the arrival of railways and fast transatlantic trade, the rise of trade unions, and the transformation of Britain into a world-class industrial economy and sea power.

This project aims to transcribe, digitise, and make material from the Royal Collection and the Royal Archives available online, thereby transforming access to this internationally significant collection and allowing a fresh assessment of Prince Albert and his impact. The Prince Albert Project will offer the wider public fascinating access and insight to both the prince's character and Victorian Britain at a time of profound cultural, political, economic, and social change.

### Organisational Chart

**Head of Photographs**

**Senior Curator of  
Photographs**

**Assistant Curator  
(Prince Albert Project)**



The Assistant Curator (Prince Albert Project) will report to the Senior Curator of Photographs, and will work closely with wider curatorial departments, other Household Staff, external partners and organisations and members of the public.

### Job Purpose

To support the Senior Curator of Photographs in the delivery of the Prince Albert Project, chiefly through research, cataloguing and the improvement of records, as well as potentially other presentation and interpretation projects.

The post holder is also responsible for supporting the Senior Curator of Photographs in matters relating to the care, custodial control, and conservation of this material as required.

### Principal Accountabilities

To undertake research on and catalogue a significant body of early photography that Prince Albert collected and commissioned (approximately 11000 photographs plus 850 archival items), in accordance with agreed cataloguing standards and requirements, using the Royal Collection Management System, The Royal Archives CALM Catalogue and Royal Collection Online (in its Prince Albert Project manifestation)

To ensure that written records (both electronic and paper) pertaining to the photograph collection are properly maintained, and to contribute to the enhancement of those records.

To prepare and manage (working closely with Photographic Services) the photography of photographs selected for the Prince Albert Project, supporting the upload of these images onto CMS and preparing them for online publication.

To manage in liaison with colleagues in the Royal Archives the scanning of related archival items.

To support the development of public outcomes of the Prince Albert Digitisation Project.

To support the proper custodial control, accommodation, and conservation of the Photographs Collection.

### Job Dimensions

The post does not have any budgetary or line-management responsibility.

### Decision Making Responsibilities

The post-holder is expected to resolve most day to day issues that arise in the course of duty but would refer regularly to the Senior Curator of Photographs as required. The post-holder will report directly to the Senior Curator of Photographs but will be expected to work closely with the Curatorial teams from the Library, Royal Archives, Print Room and Paper Conservation staff.



## Practical Requirements

Principally based at Windsor Castle, the post-holder will be required to work 37.5 hours per week, Monday to Friday, However due to the nature of the role, he/she may occasionally be required to travel and work at other locations, and be flexible regarding working hours.

## Person Specification

- Educated to degree level in a relevant subject, ideally with a specialisation in 19th century art and photography.
- Good knowledge of early photographic technology, including familiarity with chemical and physical characteristics of early photographs.
- Experience of working with special collections, with an understanding of conservation issues regarding early photographs and albums.
- Experience with cultural heritage cataloguing database systems or other archival cataloguing systems, and IT skills covering Microsoft Office applications (Word, Excel, Outlook)
- Excellent research skills, ideally with experience conducting primary research in libraries or archives.
- Extremely high standards of presentation, with accuracy and attention to detail.
- Excellent verbal and written communication and interpersonal skills, with the ability to build relationships with a wide range of stakeholders.
- Self-motivated, with excellent organisational skills and the ability to prioritise own workload to meet deadlines, and monitor the progress of a project.
- A proactive approach with the ability to work independently without constant supervision, but also collaboratively with team members, including specialists in their own field.

### Desirable

- Post graduate qualification
- Experience of CMS and CALM database systems
- Experience in presenting research to both specialist and general audiences in different contexts.
- Experience interpreting 19th century handwriting.
- A working knowledge of a major European language, preferably German.
- A valid UK/EU driving licence