JOB DESCRIPTION

JOB TITLE:	**Senior Paintings Conservator**
DEPARTMENT:	**Royal Collection Trust**
SECTION/BRANCH:	**Paintings/Pictures**
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.

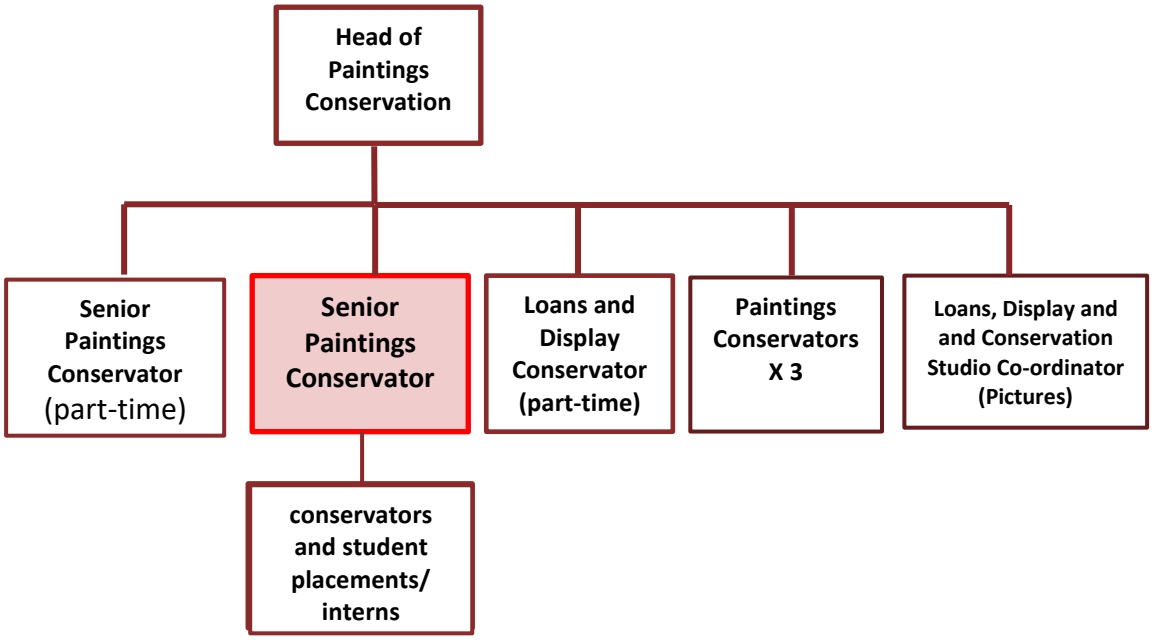
Royal Collection Trust is responsible for the management and financial administration of the public opening of Buckingham Palace (including The Queen's Gallery, the Royal Mews and Clarence House), Windsor Castle (including Frogmore House) and the Palace of Holyroodhouse (including The Queen's Gallery). 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.

ROYAL COLLECTION TRUST

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. To support the Head of Paintings Conservation in the management of people, projects and resources.

Principal Accountabilities

To support and deputise for the Head of Paintings Conservation in the management and organisation of the conservation studio, the planning and delivery of projects and all conservation activities in support of RCT aims and objectives.

To manage conservation staff, freelancers and interns: providing support and guidance for professional development through challenging and varied work programmes, ensuring deadlines are met and all work and documentation is produced to the highest standards.

The conservation, cleaning and restoration of paintings, supported by art historical research, technical and scientific analysis to ensure that the collections are preserved and maintained to the highest standards employing the most appropriate methods and materials

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To undertake continual professional development, keeping abreast of new research into conservation technique, and contributing to such developments across the conservation profession.

To represent Paintings Conservation as required on cross-departmental groups; to manage and deliver specific projects; ensuring an efficient use of people and material resources in the most sustainable manner and providing regular updates on progress to the Head of Paintings Conservation

To produce RAMS, health and safety assessments and COSHH assessments for conservation activities across Residences, display and storage areas and to actively promote a Health and Safety conscious working culture.

Liaising with Senior Conservation colleagues to provide specialist advice across the Royal Household on conservation policy and practice, including appropriate storage and display requirements and to support Collections Care in the safe delivery of events and operations across all Residences

To deliver public lectures and prepare scholarly articles relevant to RCT's conservation activities, aims and objectives and to actively promote the role of Conservation within and beyond RCT, providing informative and engaging content for RCT website and social media posts

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. They have line management responsibility for paintings conservators on permanent and fixed-term contracts and conservation interns.

Decision Making Responsibilities

Working unsupervised, the post holder is expected to resolve all of the day-to-day problems that arise in the course of duty and to deputise for the Head of Paintings Conservation on strategic or policy matters if required

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Practical Requirements

Although the post-holder's primary workplace is Windsor, regular travel to other Residences is expected. Working hours are generally 9-5.30pm but the nature and seniority of the position will require some flexibility in working hours.

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 recognised qualification in Paintings Conservation
- Extensive practical experience and expertise within the field of paintings conservation and proven abilities in research, producing scholarly publications and in developing external professional networks
- Demonstrable ability to plan, prioritise, manage and deliver work programmes and projects to deadline and within budget
- Experience of staff management and the ability to lead and motivate a team
- Excellent interpersonal skills and a collaborative approach to Team working with the ability to engage with colleagues and stakeholders at all levels
- A high level of problem-solving abilities and an attention to fine detail
- A high level of competence in computer/IT skills, including the use of collection management databases, spreadsheets, and image processing

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