



## JOB DESCRIPTION

**JOB TITLE:** Assistant Curator, Palace of Holyroodhouse

**DEPARTMENT:** Royal Collection Trust

**SECTION/BRANCH:** Curatorial Section

**LOCATION:** Palace of Holyroodhouse

**REPORTING TO:** Senior Curator

### 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 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 Palace of Holyroodhouse is the official residence of HM The Queen in Scotland. Its principal contents are part of the Royal Collection and are cared for by Royal Collection Trust. The Queen's Gallery, through a programme of regular exhibitions, displays works of art from the Royal Collection.

The Future Programme, which is currently underway at the Palace of Holyroodhouse, and will deliver significant improvements to the visitor experience, create a dedicated Learning Centre and provide new displays and interpretation in the State Apartments.



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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.

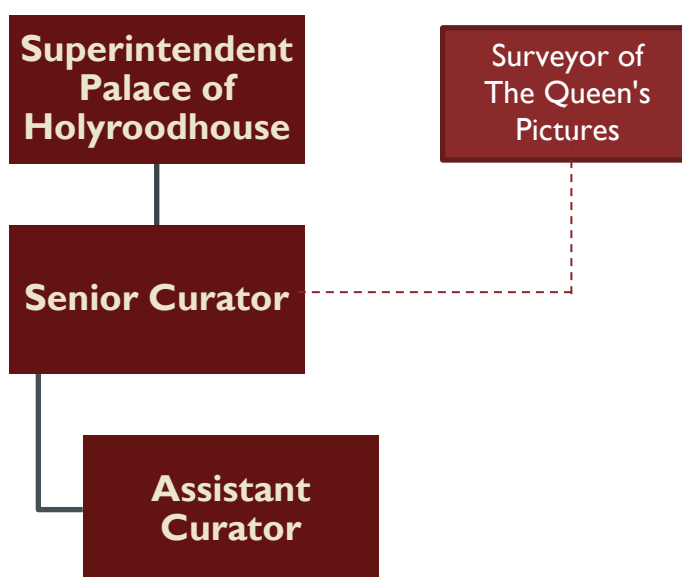
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The Assistant Curator will be a permanent curatorial presence at the Palace of Holyroodhouse. Working with the Superintendent's team at the Palace and other members of the Royal Collection Department, the Assistant Curator will ensure that the aims of the Royal Collection Trust are fully met in respect of the collection at Holyroodhouse, in particular the parts of the Palace open to visitors and the successful operation of the exhibition programme at The Queen's Gallery.

## Organisational Chart

The Assistant Curator will report directly to the Senior Curator and will work closely with the wider departments, other Household staff, external partners, organisations and members of the public.



## Job Purpose

To assist the curatorial section at the Palace of Holyroodhouse to implement and deliver agreed strategy for the collection, focusing on preservation, conservation, storage and access.

## Principal Accountabilities

The post holder will be responsible for:

- Developing a sound knowledge of the history and development of Holyroodhouse and its collections
- Contributing to the display and presentation of the Palace, including ideas for temporary displays and exhibitions
- Contributing to the interpretation of the collection in the Palace through the relevant publications, multi-media guide, online content and other interpretative material
- Assisting the Learning programme by giving lectures, talks and tours of the Palace and the collection to staff and a wide audience



## The Royal Household

- Ensuring all records associated with Holyroodhouse are properly updated and maintained, in particular the Collections Management System and Collections Online; to support the Collections Information Team on inventory checks
- Ensuring that the collection at Holyroodhouse is maintained, conserved and preserved to the highest possible standards and to liaise with conservators where appropriate
- Supporting the changing exhibition programme at The Queen's Gallery, including assisting with the installation, giving talks and tours to the public
- Supporting the Senior Curator and assisting with other curatorial activities as appropriate, including answering enquiries and requests for information from the public and other Royal Collection curators

### Job Dimensions

The Assistant Curator has no line management or budgetary responsibility but will be required to work with a wide range of internal and external parties and stakeholders.

### Decision Making Responsibilities

The Assistant Curator will resolve most of the day to day issues which arise and consult regularly with the Senior Curator.

### Practical Requirements

Principally based at the Palace of Holyroodhouse, Edinburgh, 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

#### Essential:

- An undergraduate degree in a relevant subject
- A broad interest in and knowledge of the history of Western Art and of British (particularly Scottish) and European history
- Experience of working in a museum or gallery
- Experience of the installation of displays and exhibitions
- Experience of guiding groups and speaking in public at museum, gallery or other heritage sites
- Excellent research skills, ideally with experience conducting primary research in libraries or archives
- Excellent verbal and written communication and interpersonal skills, with the ability to build relationships with a wide range of stakeholders
- Experience with cultural heritage cataloguing database systems or other archival cataloguing systems, and IT skills covering Microsoft Office applications (Word, Excel, Outlook)
- Be adaptable and flexible with a proactive approach



## The Royal Household

- The ability to work independently without constant supervision, but also collaboratively with team members, including specialists in their own field
- Self-motivated, with excellent organisational skills and the ability to prioritise own workload to meet deadlines, and monitor the progress of a project
- Extremely high standards of presentation, with accuracy and attention to detail

### **Desirable**

- Post graduate qualification
- Experience of CMS database systems
- Experience in presenting research to both specialist and general audiences in different contexts.
- A valid UK/EU driving licence