



## INTERNSHIP DESCRIPTION

**JOB TITLE:** Curatorial Intern (Books and Manuscripts)

**DEPARTMENT:** Royal Collection Trust

**SECTION/BRANCH:** Royal Library and Royal Archives

**LOCATION:** Windsor Castle

**REPORTING TO:** Curator of Books and Manuscripts

### Internship 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, The 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.



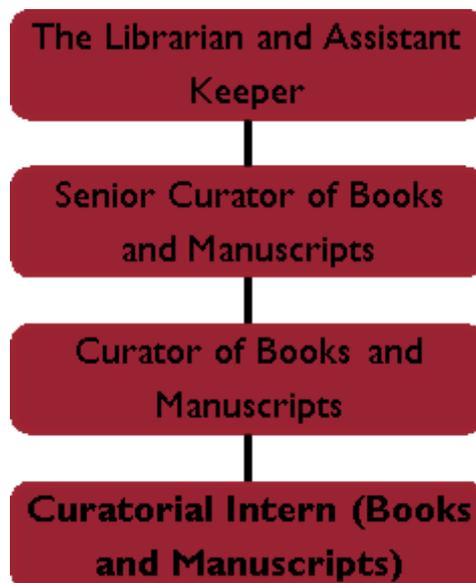
Royal Collection Trust, York House, St James's Palace, London SW1A 1BQ  
T. +44 (0)20 7839 1377, F. +44 (0)20 7839 8168, [www.royalcollection.org.uk](http://www.royalcollection.org.uk)

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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## Organisational Chart



The Curatorial Intern will report directly to the Curator of Books and Manuscripts. They will work closely with the Librarian, the Bibliographer, the Senior Curator of Books and Manuscripts, the Collections Information Assistant, the Acquisitions Officer and the Cataloguing Officer, as well as with the Curatorial Interns working in other sections. They will have contact with all levels of Royal Household Staff. They will have contact with external organisations and will work collaboratively with colleagues within Royal Collection Trust.

## Internship Purpose

The Internship offers an invaluable opportunity to gain an insight into the Royal Library and Royal Archives section of Royal Collection Trust. The Intern will assist the various members of the section in order to gain a better understanding of curatorial work. The Intern will also be provided with a specific project in order to develop an aspect of the section's work over the nine-month period, and will be expected to produce a report to the Curators at the end of the Internship.

## Principal Accountabilities

The main opportunities for the Intern are:

- To gain experience of working with a small, multi-site curatorial team and to acquire a strong foundation in a wide range of the tasks and activities required of a Curator
- To gain first-hand exposure to an unparalleled collection of books and manuscripts



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- To develop greater insight into a specific area of curatorial responsibility through individual project work on the Royal Library's collection of fine and historic bindings
- To gain an understanding of the Collection's curatorial control systems

Tasks routinely undertaken by the Intern may include:

- Working with inventories, historic records and archives
- Assisting with the administration of loans and exhibitions
- Researching the works of art and assisting with their presentation through a range of media
- Assisting with displaying works of art within the galleries and royal residences
- Updating existing inventory records
- Assisting with cataloguing of material new to the Collection
- Assisting with the photography of works of art and with picture research for publications
- Assisting with condition checking across the department
- General correspondence and administration as required

### Internship Dimensions

The intern has no line-management or budgetary responsibility

### Decision Making Responsibilities

The intern has no decision-making responsibility but will be expected to resolve simple day-to-day issues.

### Practical Requirements

The internship is offered for 9 months, 5 days a week. The intern is principally based at Windsor Castle, however, on occasion he or she may be asked to work in Buckingham Palace and St James's Palace.

The position is part of a rolling program of Curatorial internships and is not designed to lead to a permanent position.

### Person Specification

#### Essential

- A demonstrable interest in librarianship and British history
- Enthusiastic approach and a willingness to make the most of the experience
- Effective verbal and written communication skills
- A proven ability to work independently without supervision
- A proven ability to work effectively within a team environment
- The ability to use initiative and take responsibility



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- An interest in the historical and contemporary context of the Royal Collection
- Excellent organisational skills and attention to detail

### Desirable

- Degree (or equivalent) in a relevant subject
- Interest in fine and historic bindings and the art of the book



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