



JOB DESCRIPTION

JOB TITLE: Assistant Curator of Photographs (2 year fixed term)

DEPARTMENT: Royal Collection

SECTION/BRANCH: Fine Art and Library (Photographs)

LOCATION: Windsor Castle

REPORTING TO: 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.

Organisational Chart



The Assistant Curator will report to the 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 assist the Photographs section to implement and successfully deliver the agreed strategy for the Photograph Collection, focusing on preservation, conservation, storage and access.

The post-holder has a curatorial and conservational responsibility for the photograph collection as part of a team, and is responsible for enabling public access and enjoyment, onsite and online, following the Photograph Collection strategy and Royal Collection's charitable aims and three-year development plans.

Principal Accountabilities

Curatorial and conservation

- To be part of a team covering all aspects of modern day collections management – including curatorial, archival, academic, conservation, and digitisation.



The Royal Household

- To be part of the team delivering the section strategy for the Photograph Collection.
- To be part of the team responsible for the custodial control and storage of the Photograph Collection, wherever it is located.
- To be part of the team responsible for delivering the strategy for access and interpretation of the Photograph Collection, both internally and externally, including museums, libraries and archives, historians, researchers and members of the public, being mindful of the security and privacy of sensitive material within the Photograph Collection.
- The post holder is expected to develop his/her knowledge and skills to become a subject matter expert in certain areas of the history of photography.
- To contribute to the interpretation of the collection through internal displays and exhibitions, publishing projects, public speaking (lectures, gallery talks and other events), online content, external loans, and press and media when requested.
- To contribute to the section's conservation and preservation plans.

Operational

- To ensure the proper custodial control, accommodation and conservation of the Photograph Collection.
- To ensure a consistent approach to the stewardship of the photographic heritage of the Monarchy, historic and modern, public and private.
- To assist the Head of Photographs deliver proper reporting against RCT business planning and reporting cycles.
- To ensure that his/her written records (both electronic and paper) are properly maintained, in particular the CMS database records and their Collection On-Line manifestation.
- To bring requests for information or for permission to research particularly sensitive topics in the Photograph Collection to the attention of the Head of Photographs.
- To assist in the development of a digital archive which will include digital photographs.
- To suggest acquisitions, commissions, and exhibition loans for the Photograph Collection.

Other

- Working with the Librarian and with other Royal Collection Trust colleagues, to contribute to appropriate exhibitions and displays for Dine and Sleep, State Visits and themed receptions as well as other special group visits.
- To advise members of the Royal Family and Senior Managers within the Royal Household on photographic issues as required.
- To contribute to Royal Collection Trust's publication programme, including researching and writing exhibition catalogues and other books.
- To carry out and facilitate research in photographic and historical fields, giving public lectures/talks on aspects of Photograph Collection, publishing articles, preparing scholarly and other texts relevant to Royal Collection Trust's activities, aims and objectives.
- To liaise with outside organisations including museums, galleries, libraries, auction houses, and other specialist organisations both nationally and internationally.
- To support Royal Collection Trust fundraising activities.

Job Dimensions

The post-holder has no budgetary or direct line management responsibilities but will be asked to work with and assist Collections Information Assistants, Collection Online Project Assistants and Interns.

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 Curator of Photographs as required. The post-holder will report directly to the Curator of Photographs but will be expected to work closely with the Curatorial teams from the Library, Royal Archives, Print Room and 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 history and/or the history of photography.
- Good knowledge of photographic processes.
- 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 database systems
- Experience in presenting research to both specialist and general audiences in different contexts.
- A valid UK/EU driving licence