



## JOB DESCRIPTION

**Job Title: Collections Project Co-ordinator**

**Department: Master of the Household's Department**

**Section/Branch: Programme Management Office (PMO)**

**Location: Buckingham Palace**

**Reporting to: Collections Project Manager**

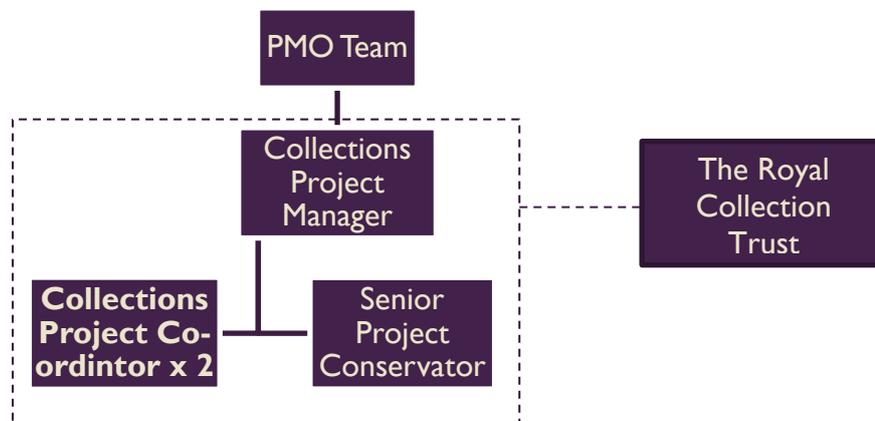
### Job Context

Buckingham Palace is currently undergoing a ten-year programme of works to overhaul the building's infrastructure and protect the palace for future generations. The building's essential services - including electrical cabling, plumbing and heating - have not been updated since the 1950s, in the aftermath of the Second World War. As a result, the building is now in urgent need of an overhaul to avert the very real danger of catastrophic failure leading to fire or flood, and incalculable damage to the building and works of art in the Royal Collection.

The phased Reservicing Programme began in 2017 will be sequenced wing-by-wing to ensure the palace remains occupied and fully operational throughout, as both the working headquarters of the Monarchy and the principal residence of The Sovereign. National events such as the Changing of the Guard, Investitures, Garden Parties and the Summer Opening of the Palace will ensure the palace continues to welcome over half a million people each year. In addition to replacing the essential services, the Reservicing Programme will also deliver tangible benefits - including increasing the operational effectiveness of the palace through improving accessibility and energy efficiency.

Overall, the programme will futureproof one of the world's most iconic historic buildings, ensuring it remains fit for purpose.

### Organisational Chart





## Job Purpose

The Collections Project Coordinators will lead the on-site delivery of individual phases of deinstallation and reinstallation of wings of the palace. Through expert planning and execution they will ensure, with the Royal Collection Trust (RCT) teams and the PMO the safe movement and protection of works of art in line with the overall programme of works.

## Principal Accountabilities

- Working with the RCT team and PMO collections project management team, lead the detailed planning, resourcing and on site delivery of individual decants and reinstalls, with delegated responsibility for particular wings of the palace and other areas of work.
- Supported by the Collections Project Manager, formulate decant plans including schedule of works, resource plans, inventory preparations and object condition assessments with each of relevant RCT teams.
- To co-ordinate the work of and be the principal point of contact between in-house conservators, contracted art handlers and the RCT teams during individual decants and reinstalls.
- Lead and deliver the work on site to ensure the collections in each wing are de-installed or re-installed in line with the wider project.
- Assist with the movement of objects where necessary and fulfil courier duties as required.
- Responsible for collections management of all decanted objects, working with the Senior Project Conservator and Collection Care stewards as necessary to support the proper care of the collections.
- Working with each RCT section to coordinate access to objects required for conservation or loan, and track the movement and form appropriate emergency plans for all objects.
- Working with the Collections Information Management team to ensure that all movements of works of art are updated on the Collections Management System (CMS).
- Support the regular monitoring of objects and environmental conditions in stores, and the preparation and conservation cleaning of reserved rooms.
- Take responsibility on site for monitoring art handlers and contractors' risk management and Health & Safety procedures and ensure they are adhered to.
- Work with the PMO Moves Manager, supporting the work of the wider programme of moves of people and objects as required.
- Participate in public programmes where appropriate in order to promote public understanding of the works programme.

## Person Specification

- Degree in relevant subject or equivalent experience.
- Substantial collections management experience including permanent collections, exhibitions or decant projects including strong object handling and packing skills.
- Extensive experience of either preventive conservation and collections care, or inventory and documentation work.
- Able to lead by example and quickly gain the trust of and manage colleagues including the work of art handlers and other contractors.
- Self-motivator and a team player, able to work collaboratively as a member of a multi-disciplinary team.

This document is not contractual and may be subject to change following consultation with the post-holder.



## The Royal Household

- Exemplary and proven verbal and written communication to stakeholders up to and including board level.
- Excellent project management skills including budgeting and able to demonstrate delivery of projects on time and to budget.
- Experience of procuring and external consultants and contractors, utilising resources effectively to maximise efficiency and performance.
- Knowledge of requirements for the transport of works of art
- Able to organise a varied and reactive workload with a systematic approach to solving complex challenges and able to balance competing demands and can respond to changing requirements.
- Experience of using collections management systems and good attention to detail when dealing with large and varied data.