JOB DESCRIPTION

JOB TITLE:	**Assistant Curator of Photographs**
DEPARTMENT:	**The Royal Collection Trust**
SECTION/BRANCH:	**Photographs**
LOCATION:	**Windsor Castle**
REPORTING TO:	**Senior Curator of Photographs**

Job Context

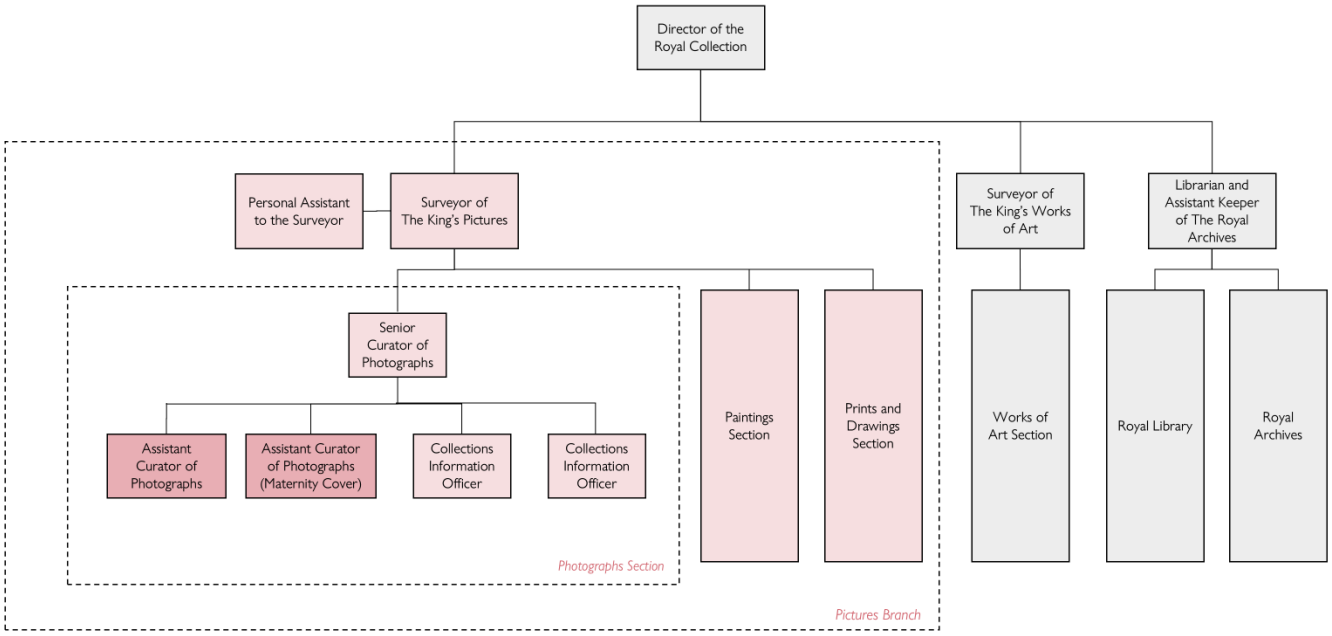
Royal Collection Trust is charged with the care and preservation of the Royal Collection and its presentation to the public. The Royal Collection is one of the largest and most important art collections in the world. It comprises almost all aspects of the fine and decorative arts, runs to more than a million objects and is spread among 15 royal residences and former residences across the UK. At The King'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 King in trust for his successors and the nation.

Royal Collection Trust is responsible for the management and financial administration of the public opening of Buckingham Palace (including The King's Gallery, the Royal Mews and Clarence House), Windsor Castle and the Palace of Holyroodhouse (including The King'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 Pictures branch of RCT comprises the Paintings, Photographs, and Prints and Drawings sections. It includes curatorial staff, conservators and art handlers who are split across three sites – St James's Palace, Windsor Castle and the Palace of Holyroodhouse. The teams are responsible for the management, safety, conservation, display and interpretation of all paintings, miniatures, prints, drawings, watercolours and photographs in the Collection. The branch works with colleagues within the Royal Collection on the presentation of the palaces open to the public and on the temporary exhibitions at The King's Galleries in Edinburgh and Buckingham Palace.

Organisational Chart

The Assistant Curator of Photographs will report to the Senior Curator of Photographs but will support colleagues across the section. They will work closely with colleagues within the Photographs team and Pictures Section as well as with the wider Royal Collection Department, other Royal Household Staff, external partners and organisations and members of the public.



Job Purpose

To support the Senior Curator and the Photographs team to deliver the strategic plan for the Photographs section, working closely with colleagues across the Royal Collection.

The postholder will participate in matters relating to the care, conservation, access, research, cataloguing and display of photographs and other photographic material.

Principal Accountabilities

Planning & Coordination

- Contribute to and co-ordinate curatorial and logistical aspects of large influxes of material, conservation projects and capital works; preparing schedules of material to be moved, liaising with conservators and other members of the project team, representing the Photographs team at an operational level where appropriate.

- Contribute to and co-ordinate photography sessions with in-house and external photographers to photograph works from the Photograph Collection, liaising with colleagues in the Picture Library, as well as with the Press team when required.

- Contribute to the development and implementation of the Photographs team section plan, supporting the delivery of RCT's charitable aims and objectives.

- Represent the Photographs team at internal RCT and Royal Household project meetings and working groups as required, gathering input and disseminating information across the wider team.

Displays, Exhibitions and Research

- Contribute to the development and delivery of exhibitions in The King's Galleries at Buckingham Palace and the Palace of Holyroodhouse, working either in collaboration or individually, advancing art historical scholarship and introducing new narratives.

- Contribute to and coordinate the displays of photographs for regular occasions, such as group study visits to the Photograph Collection, as well as for events coordinated by the Librarian and Assistant Keeper of the Royal Archives, such as State Visits or other special receptions.

- Conduct research relating to the photograph collection and publish the results through various channels, including enhancing records on RCT Collection Online.

Access and Interpretation

- Contribute to the interpretation of the collection, creating well-researched written content that is inclusive, engaging and accessible for all our audiences.

- Deliver talks, tours and public lectures on the photographs in the Royal Collection, royal residences and royal collectors.

- Respond to requests for information and access from colleagues and the public, answering enquiries and providing access to external researchers wishing to study collection items, ensuring this is in line with Royal Household security arrangements.

- Contribute to the planning and creation of content to support RCT's digital engagement across all its platforms, including written, audio and film content, as required.

- Collaborate with the Learning team on the development and delivery of collection-related programme events.

- Working with the Senior Curator, support Press and Marketing with the development and delivery of internal and external communications relating to collections, exhibitions and displays, as required.

Collection Care and Documentation

- Carry out the full range of collection documentation activity as required, including the creation and ongoing review of collection records, and the cataloguing and labelling of newly accessioned material, in line with RCT's collection documentation processes.

- Implement custodial control and housing of the Photograph Collection to ensure the satisfactory conservation, storage and movement of photographs, whether in the Round Tower, in long-term storage, or on display in royal residences.

- When required, participate in inventory checks across the royal residences and liaise with colleagues within the Royal Collection and Royal Household to update and maintain location information, as required.

- When required, act as a courier accompanying photographs to exhibitions, both nationally and internationally, supervising the installation of those works at the borrowing institution.

- Attend regular meetings with colleagues in Paper Conservation, contribute to the monitoring of the environmental conditions of the stores, and provide suggestions for works to be considered for conservation treatments.

Job Dimensions

The Assistant Curator will have no budgetary responsibilities or line management responsibility. The postholder is required to work with a wide range of internal and external parties and stakeholders.

Decision Making Responsibilities

The Assistant Curator resolves most of the day-to-day issues that arise in the course of duty, drawing on support from the Senior Curator as required, and escalating matters relating to broader planning, policy or strategy to the Senior Curator in line with review and approval procedures.

Practical Requirements

The post-holder is principally based at Windsor Castle. However, on occasion they may be asked to work at other royal residences. Normal office hours are 9.00am – 5.30pm Monday to Friday but flexibility is required and the nature of the work may occasionally require the post-holder to attend evening meetings and functions. There may be the possibility of some flexible working.

Person Specification

- A broad understanding of art history with a specialist knowledge in the history of photography.
- Relevant curatorial experience, ideally gained from working in a curatorial role within a museum, gallery or historic house.
- Good knowledge of photographic processes and understanding of conservation issues regarding photographic material of all ages, and awareness of copyright laws.
- Excellent writing skills in English, with the ability to produce both scholarly texts for specialist readership and accessible content for the public.
- Proven interpersonal skills with the capacity to work as part of a team and collaborate with stakeholders, within and beyond the organisation.
- Effective presentation and communication skills, with the ability to engage varied audiences.
- Experience of creating an inclusive and respectful culture within a team and being an ambassador for diversity and inclusion, building and maintaining strong relationships with colleagues and other stakeholders.
- Excellent planning, administration, and organisational skills, including demonstrable ability to problem solve and work independently under pressure without close supervision but seeking guidance from Senior Curator where appropriate, to prioritise and deliver multiple projects to deadlines.
- Strong computer literacy including ability to use Microsoft Office, internet, email, databases and spreadsheet applications, as well as familiarity with social media platforms.
- A positive outlook with flexibility, intellectual curiosity and the desire to develop new knowledge and skills.