



## JOB DESCRIPTION

**JOB TITLE: Senior Conservation and Display Technician**

**DEPARTMENT: Royal Collection Trust**

**SECTION/BRANCH: Paper Conservation**

**LOCATION: Windsor Castle**

**REPORTING TO: Head of Paper Conservation**

### Job 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 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.

The Royal Collection holds approximately 142,000 books and manuscripts, 37,000 drawings and watercolours, 150,000 prints, 4,400 maps and plans, 600 fans, and 400,000 photographs. Most of these are located at Windsor Castle, in the Royal Library, Print Room, and in the Royal Photograph Collection, in the Round Tower. Approximately 7,000 framed works of art on paper and photographs (within the above figures) hang in the different residences; and Sandringham House, Balmoral Castle and the Palace of Holyroodhouse each have libraries. There are many millions of records in the Royal Archives, mainly located in the Round Tower, Windsor Castle.

The Paper Conservation Section assists in furthering the aims of the Royal Collection in maintaining, conserving, and presenting the collection to the highest possible standards. Paper Conservation is carried out in several workspaces



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)

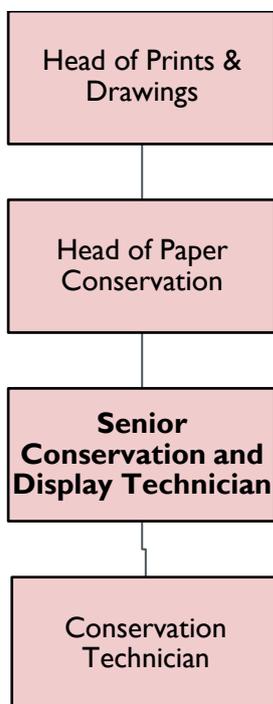
The Royal Collection Trust is a company limited by guarantee registered in England and Wales (2713536) and a charity registered in England and Wales (1016972) and in Scotland (SC039772). Registered office: York House, St James's Palace, London SW1A 1BQ.

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



(Books, Drawings, and Exhibitions and Maintenance) located within the Royal Library area, and one (Archives Conservation) located in The Round Tower, Windsor Castle.

## Organisational Chart



Internally, the jobholder has day-to-day contact with all levels of Royal Collection staff, frequent contact with all levels of other Royal Household departments, occasional contact with other Households and some contact with members of the Royal Family.

Externally, the jobholder has contact with contractors, manufacturers and suppliers of materials and equipment, shipping agents, art technicians, conservators, scientists, curators, museum registrars, researchers, engineers and members of the public.

## Job Purpose

To ensure that items in the Royal Collection, particularly works of art on paper, books, photographs and miniatures, are safely and effectively stored, framed, displayed and transported.

To assist the Head of Paper Conservation, Head of the Bindery and Head of Exhibitions in the conservation and maintenance of prints, drawings, books and other related items, the preparation of such objects for exhibition and display, and the installation of such objects in temporary and permanent displays.

## Principal Accountabilities

- To ensure the safe display, transportation, handling, and storage of prints, drawings, watercolours, books, photographs, miniatures and occasionally other Royal Collection works.



## The Royal Household

- In liaison with the Exhibitions section and the Senior Curator of Works on Paper, to programme and manage the mounting, framing, packing, movement and installation of artworks for the Prints and Drawings, Library and Photograph sections as required for exhibitions, external loans and display in the royal residences.
- To design, commission and implement appropriate packing and protection for works in transit and in store.
- To procure and manage subcontract Art Technicians and Art Handling services assisting with framing, mounting and installation of artworks,
- To arrange and assist the installation of artworks (primarily prints, drawings and watercolours) throughout the royal residences, in liaison with other Royal Household departments; and the removal, storage and reinstallation of Royal Collection items in royal residences during cleaning, redecoration, etc.
- To assist in the installation of Royal Collection exhibitions at the Queen's Galleries, and in the preparation of internal displays (State Visits, Receptions, Dine and Sleep etc).
- To act as a courier for Royal Collection material going out on loan, and to supervise the installation of those works at the loan venue.
- To carry out preservation programmes of library material and graphic art in accordance with prevailing health and safety regulations.
- To ensure that materials and equipment are kept in good working order and that sufficient frames, glazing and packing cases are available for loans, exhibitions and other displays.
- To specify, fit out and maintain the Royal Library/Print Room art handling vehicle.
- To record the details of any deterioration in the conditions of works and their protective frames cases and furnishings that may be observed in the normal course of duties.
- To keep up-to-date written, computer-based and photographic records of own work.
- To liaise with other Royal Household Departments, particularly the Collections Care team working in the Master of the Household's Department , on the upkeep of environmental monitoring and pest management programmes as they pertain to the Royal Library and Print Room, storage facilities, conservation studios, and royal residences generally.

### Job Dimensions

The post holder has line management responsibility for the Conservation Technician.

The post holder is able to initiate and approve orders up to a value of £1,000, under both the Drawings Conservation and Exhibitions General and Project budgets.

### Decision Making Responsibilities

The post holder is expected to evaluate and recommend handling, display, packing, transportation and to resolve personally all of the day-to-day problems that arise in the course of duty, including dealing with unexpected circumstances and events.

Where problems cannot be resolved by the jobholder, or where there is a proposed change in agreed procedures or treatment, the Head of Paper Conservation, Head of the Bindery, Head of Exhibitions and/or the appropriate curator will be consulted.



## Practical Requirements

Working 37.5 hours a week, Monday to Friday, the post holder is based at Windsor Castle. However, the post holder will frequently be required to work at other locations including Buckingham Palace and the Palace of Holyroodhouse, and some evenings and weekends. The job entails frequent travel, including occasional overseas trips.

## Person Specification

### Essential

- Demonstrable experience of the handling, transport, installation and display of prints, drawings, photographs and library and archive materials (including framed works) in a museum or other arts organisation.
- Demonstrable experience of the framing, mounting and primary housing of works on paper within a museum or gallery collection.
- Demonstrable experience of managing and supervising a team of technicians and art handlers during decants and installations in historic interiors, stores and galleries
- A working knowledge of conservation and preservation issues in both museum contexts and historic interiors.
- Strong organisational skills, with the ability to prioritise and work to deadlines.
- Competence in computer/IT skills, including the use of databases and spreadsheets.
- Good manual dexterity and the ability to work at heights.
- Competence in the use of hand machine tools.
- Excellent communication skills, and the ability to work alone or as part of a team.
- A full UK driving licence.

### Desirable

- Degree in Conservation/Preservation of cultural heritage.
- Experience of Environmental Monitoring at a user level.
- Experience of woodworking or applicable craftsmanship.
- Knowledge of the cultural and material history of graphic art, manuscripts, books and bookbinding.