



## APPRENTICESHIP DESCRIPTION

**APPRENTICESHIP TITLE:** Apprentice Bookbinder

**DEPARTMENT:** Royal Collection Trust

**SECTION/BRANCH:** Fine Art and Library

**LOCATION:** Windsor Castle

**REPORTING TO:** Head of the Royal Bindery

### Apprenticeship 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.

Two sections within Royal Collection Trust (Fine Art & Royal Library and Works of Art) have curatorial responsibility for the Royal Collection. Each of these is supported by a team of conservators who assist in furthering the objectives of Royal Collection Trust by maintaining, conserving, restoring and presenting the Collection to the highest possible standard, so that as much as possible can be seen by members of the public.



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)

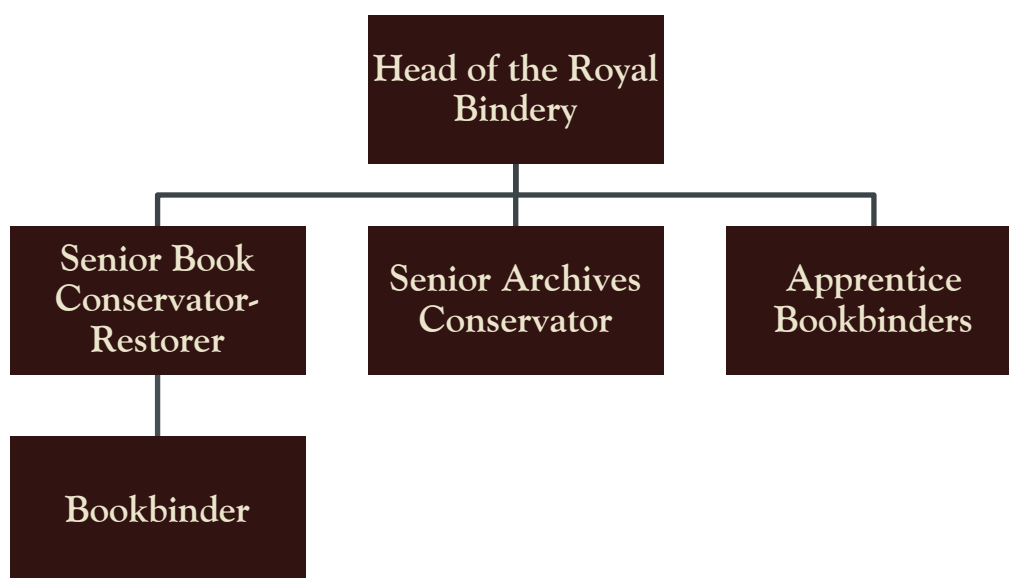
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The book conservation-restoration team, based in the Royal Bindery at Windsor Castle, conserves and restores books, documents, manuscripts, albums and other paper and leather-based items. They work closely with the paper conservation team, who treat works of art on paper, in adjoining studios. In addition to conservation and restoration, the Bindery is responsible for the creation of new bindings for the Royal Household.

## Organisational Chart



The apprentice has contact internally with all levels of staff within the Fine Art and Library Section and with other members of staff across the Household. Externally, the apprentice has contact with conservators, bookbinders and suppliers, as well as with the partners of The Queen's Bindery Apprenticeship Scheme.

## Apprenticeship Purpose

The apprenticeship offers a unique opportunity for rigorous, structured training in traditional hand bookbinding. The Royal Bindery is at the forefront of maintaining the high standards of craftsmanship that are the benchmark of the profession; formal hands-on apprenticeships are vital to the preservation and transmission of the skills involved, and thereby the long-term survival of this craft.

## Principal Accountabilities

- To assist in the restoration of books within the Royal Collection and the wider Royal Household, and for the partners of The Queen's Bindery Apprenticeship Scheme.
- To assist in the production of new bindings and boxes for the Royal Collection and the Royal Household, and for the partners of The Queen's Bindery Apprenticeship Scheme.



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- To maintain thorough written and photographic documentation of their work.
- To communicate their learning through visual presentations and written reports.
- To assist in the administration of the Royal Bindery.
- To assist in stock control and the purchase of materials and equipment.
- To assist in the maintenance of equipment.

### Apprenticeship Dimensions

The apprentice has no line management or budgetary responsibility.

### Decision Making Responsibilities

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

### Practical Requirements

The apprentice will be entered for City & Guilds qualifications and acquire work experience as well as training in basic business skills during the programme of instruction.

The position is for a two-year foundation-level training programme, at the end of which the apprentice will undergo a performance assessment. If successful in this, and willing, they will be offered a further three-year contract for more specialist instruction and practical experience.

Working 37.5 hours a week, Monday to Friday, the apprentice is principally based at Windsor Castle, however, he or she may be asked to work in other Royal Residences on occasion. They will undertake additional work in the external workshops of partners in The Queen's Bindery Apprenticeship Scheme as appropriate in the course of their training.

### Person Specification

#### Essential

- Good visual acuity and attention to detail.
- An aptitude for practical work.
- Manual dexterity and the ability to handle objects with care.
- Willingness to learn new skills and take direction and feedback in order to progress within the role.
- An ability to concentrate for long periods and perform repetitive tasks to a consistent standard.
- Self-motivation and enthusiasm.
- Enjoyment of creative work.
- Good communication skills and the ability to work effectively as part of a team.
- Interest in books, book arts and cultural history.



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## Desirable

- Practical craft experience.
- Artistic and/or design flair and appreciation of aesthetic values.



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