



JOB DESCRIPTION

JOB TITLE: Conservation Frame Technician (Survey)

DEPARTMENT: Royal Collection Trust

SECTION/BRANCH: Paintings

LOCATION: Paintings Condition Survey Team Leader

REPORTING TO: Friary Court Studio and Windsor Paintings Studio

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 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.

The Pictures section is made up of curators, picture conservators and specialist framers and art handlers responsible for the management, safety, conservation, display and interpretation of the collection of 8,000 paintings and 3,000 miniatures. The section works with colleagues within the Royal Collection on the presentation of the palaces open to the public and on the temporary exhibitions at The Queen's Galleries in Edinburgh and London.



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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.

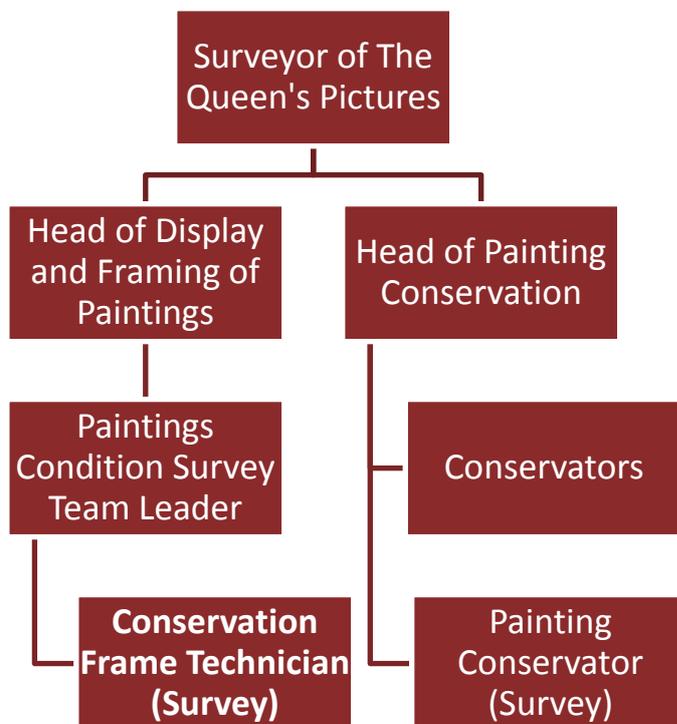
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A full condition and photographic survey of the paintings and frames in the Royal Collection is currently underway throughout the Royal residences (including those managed by English Heritage and Historic Royal Palaces and in private use). The campaign covers the paintings and their frames and involves condition assessments, remedial conservation treatments, re-framing, photography, and the uploading of all new information and images onto the Collection Management System.

Organisational Chart



Job Purpose

The post-holder is part of the Conservation Framing team and Painting Condition Survey Project, supporting an ongoing programme of work within the Pictures section.

The post-holder is responsible for art handling (including moving and working with pictures on display, and in stores, as well as the transportation of pictures, materials and equipment) and the upgrading of conservation framing (including glazing, backing and microclimates and carrying out routine remedial frame surface treatments).

The post-holder is also responsible for maintaining digital framing reports on the Collections Management System (CMS) and managing the studio and on-site materials and equipment.

Principal Accountabilities

To carry out the preparation of frames and framing of paintings to conservation standards, glazing and creating microclimates as required



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To prepare frames to accommodate paintings, which can involve enlarging rebates, reducing sight sizes by making slip frames, building out frames, strengthening and repairing mitres

To assess and carry out remedial treatments to the fronts of frames when necessary; consolidating gilded surfaces, patch gilding, toning losses and structural repairs

To write frame condition reports, record all framing and frame treatments and add to the Collections Management system

To supervise, and work with, freelance staff, Royal Household colleagues and art handling companies when undertaking framing work and treatments and when preparing, wrapping and transporting paintings

To ensure the safe handling, wrapping, hanging and transport of paintings in the collection

To be responsible for the maintenance and upkeep of conservation equipment, ensuring Health and Safety requirements are met

To source, order and prepare materials, supplies and equipment for studio work and in situ trips

Job Dimensions

The post-holder has no line management or budgetary responsibility but will obtain costs and estimates and procure materials, equipment and services.

The post-holder supervises freelance and contract staff in the course of their duties.

Decision Making Responsibilities

The post-holder is required to resolve matters that occur on a day-to-day basis and refer non-routine problems to the Conservation Project Manager and Paintings Conservators.

Practical Requirements

The standard working hours are 37.5 week, but owing to the nature of the post a flexible approach to work is required. The post-holder is principally based at Friary Court Studio, at St. James's Palace, and the Windsor Paintings Conservation Studio, with regular will travel around the country working on the Collection. The post-holder will be required regularly to work away from home, usually for no longer than two weeks every two months.

This role will involve working at height from ladders and scaffolding when required.

Person Specification

Essential

A degree in a relevant subject.



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Extensive conservation framing/art handling experience and experienced in treating frames; both surface and structural

Experience of working within an Arts or conservation environment.

Possess wood working skills

Have a good awareness of and experience with working with paintings and valuable fragile objects.

Possess exceptional administrative and organisational skills, with the ability to prioritise a busy workload, working efficiently under tight and complex deadlines

Have excellent communication and interpersonal skills, able to working effectively within a small team

A proactive approach with the ability to work independently without constant supervision, but also collaboratively with team members, including specialists in their own field.

Good IT skills.

Possess a clean driving license and be able to drive a van

Desirable

Ideally hold a recognised qualification in conservation (eg. ICON Conservation Technician qualification) or a related skill and be from an Arts or Conservation background