



## JOB DESCRIPTION

**JOB TITLE:** Historic Arms & Armour Conservator

**DEPARTMENT:** Royal Collection Trust

**SECTION/BRANCH:** Conservation Works of Art

**LOCATION:** Windsor Castle

**REPORTING TO:** The Queen's Armourer

### 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 Frogmore Arms & Armour Workshop undertakes the conservation of historic arms, armour and related media. The workshop has a complement of two conservators as well as contractor conservators, curators, specialists, students, volunteers and interns. The Arms & Armour Conservator works under the direction and management of The Queen's Armourer.



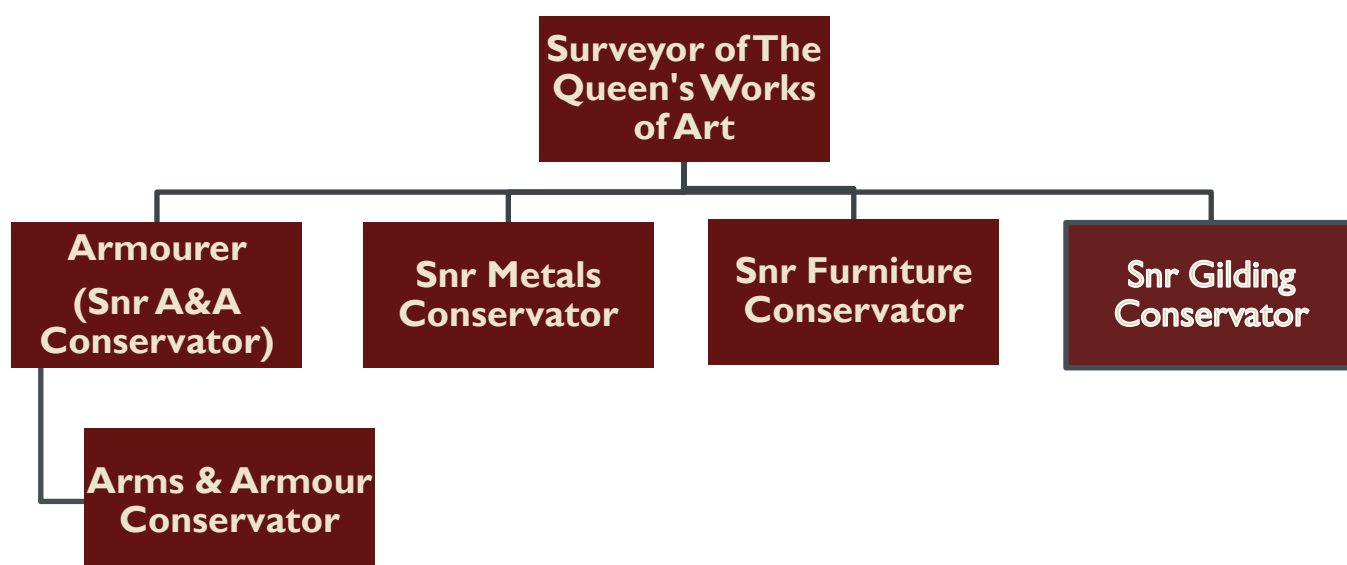
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This document is not contractual and may be subject to change following consultation with the post-holder



## Organisational Chart



The principal working relationships are with The Queen's Armourer, surveyors of The Queen's Works of Art and curatorial and conservation staff at Marlborough House Workshops, Buckingham Palace, Windsor Castle and the Palace of Holyroodhouse.

In addition to the above, there are also important working relationships with a number of internal and external stakeholders including, but not limited to, the Royal Collection Trust Exhibitions team, Historic Royal Palaces, the Conservation Services of English Heritage and Historic Scotland and The Royal Armouries.

## Job Purpose

The post holder, under the direction of the Armourer, is to assist in the care and conservation of historic arms & armour and related media in the Royal Residences and other locations that are part of the Royal Collection.

The Collection comprises of (approximate numbers): 15,000 historic arms & armour objects from numerous world cultures, on display across ten locations throughout the UK.

## Principal Accountabilities

### Under the direction and management of The Queen's Armourer

- To conserve historic arms & armour in accordance with a scheduled programme of works, including composite objects in the Royal Collection located in the Royal Residences and on loan, using conservation treatments, which are informed by the current conservation science and industry-wide best practice.
- To undertake condition surveys of historic arms & armour in the Collection and make recommendations for remedial treatment when requested.
- To prepare treatment proposals and, on completion of any treatments, detailed and illustrated reports on the work carried out, materials used etc.
- To prepare historic arms & armour for exhibitions and loan at The Queen's Galleries and elsewhere; completing condition reports, acting as a loan courier and assisting with the installation of works of art.



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- To work with authors, editors and photographers who are engaged in preparing the publication of ongoing catalogues raisonnés of arms and armour.
- To participate in conservation maintenance programmes with internal and external stakeholders, collaborating with other teams to provide the best possible conditions for the preservation of historic arms & armour, ensuring the optimum environmental conditions and housekeeping practices.
- To undertake training and continual professional development to comply and keep abreast with best practice in health and safety and the conservation of historic arms & armour and related media, including the control of their environment, collection care and salvage.
- Where possible and/or directed - to undertake research on the historic arms & armour collection, publish reports and articles arising from the work carried out and contribute to Royal Collection Trust's educational programme.
- To undertake general duties and assist in the maintenance, and upkeep, of the arms & armour workshop at the Frogmore Conservation Workshops, ensuring a safe working environment is maintained. This includes ensuring all working practices (chemicals, machinery and equipment) are safe and in line with Health and Safety regulations and local risk assessments, carrying out risk and Control of Substances Hazardous to Health assessments where necessary.
- To share the general responsibility for movement control, ensuring that all movements of works of art are recorded immediately on the Royal Collection Collections Management System, CMS.

### Job Dimensions

The post-holder has no line management or budgetary responsibility.

### Decision Making Responsibilities

Decisions on conservation treatments are made under the direction and in conjunction with the The Queen's Armourer and, where necessary, The Surveyor of The Queen's Works of Art.

The post holder, when directed, is expected to decide on the timing and nature of treatments and to resolve any day-to-day problems that may arise in the course of the work.

### Practical Requirements

This post is principally based at the Frogmore Conservation Workshops, Windsor Castle, however due to the nature of the post, the post-holder may be required to work at other locations for brief periods or to travel with items throughout the UK and abroad. The post-holder will work 37.5 hours per week, Monday to Friday. Flexibility will be required in terms of hours of work and location. A clean driving licence is desirable.

The job can be physically demanding. Consideration will be given to the requirements of the role and whether adjustments could be made to accommodate any disability. The role also requires working at height.

### Person Specification

- Educated to degree level (or equivalent) in an Art, Science or History related subject and, ideally, have completed a Metals Conservation course.



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- Practical experience of the conservation of European and Eastern arms and armour is essential, including the ability to work on non-metal components including wood, leather, hide, textiles, ivory, horn and other materials.
- Technical knowledge relating to historic arms & armour and associated media, including knowledge of metalworking techniques applied to these, as well as experience and competence of a relevant craft skill.
- Knowledge and experience of the preparation, packing, transport and installation of works of art on temporary exhibition.
- Knowledge and experience of conservation storage; preventative conservation and salvage and disaster planning.
- Knowledge and experience of, monitoring and maintaining the correct environmental conditions for arms & armour on display.
- Motivated, flexible, and able to effectively manage multiple priorities and deadlines.
- Excellent written and verbal communication skills.
- Good IT skills, confident using Microsoft Office, Outlook and digital photography.
- The ability to work on own initiative as well the ability to work as part of a multi-discipline team.
- Metal craft skills including the ability to undertake the physical repair of objects, fabricate missing component parts and to perform solder and braze repairs.
- Knowledge and experience of soldering and brazing equipment, and metalworking machinery.

### **Desirable:**

- IIC / ICON member and ICON accredited (or willing to work toward ICON accreditation).
- A clean driving licence.
- Some experience in working in a historic collection.
- Some experience of the treatment of other media, such as gemstones, leather, wood, textiles, mixed media surfaces.
- Some knowledge and experience of the treatment of outdoor ordnance.
- Some experience in training staff and students.
- Some experience of devising creative conservation solutions.