



## JOB DESCRIPTION

**JOB TITLE:** Furniture Conservator

**DEPARTMENT:** Royal Collection Trust

**SECTION/BRANCH:** Works of Art

**LOCATION:** Marlborough House Workshops

**REPORTING TO:** Senior Decorative Arts Conservator

### 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 Decorative Arts section is one of the curatorial sections of the Royal Collection Trust with responsibility for the conservation, storage, presentation and interpretation of approximately 700,000 works of art within the Royal Collection. Decorative arts are considered as furniture, ceramics, silver, sculpture, tapestries, arms and armour, tapestries, carpets, historic dress and uniforms, jewellery, gold boxes and other objects of vertu. In the main, these are widely dispersed across the United Kingdom, with concentrations at Windsor Castle and its satellite residences, Buckingham Palace, St James's Palace, Clarence House, the Palace of Holyroodhouse as well as at the Historic Royal Palaces of Hampton Court, Kensington Palace, Kew



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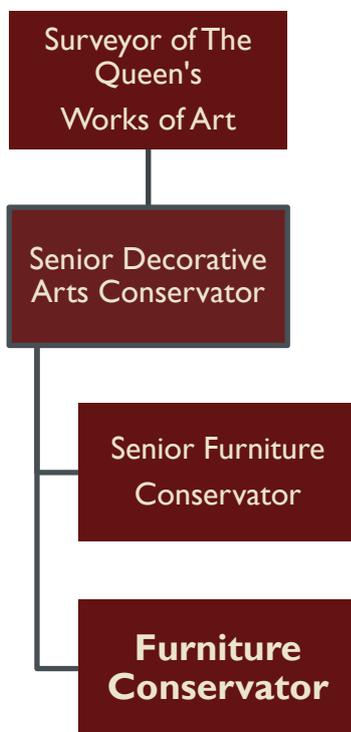
The Royal Collection Trust is a company limited by guarantee registered in England and Wales (2713536) and a charity registered in England and Wales (1016972) and in Scotland (SC039772). Registered office: York House, St James's Palace, London SW1A 1BQ.

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



Palace, and the Tower of London. Advice is regularly sought and given over the display and storage of works of art in the private residences.

## Organisational Chart



## Job Purpose

To conserve and restore the furniture and decorative objects in the Royal Collection to the highest possible standard, to ensure they remain available to future generations and be seen by visitors in the best possible or appropriate condition, suitable to their surroundings.

To inspect works of art requested for loan or for Royal Collection exhibitions, reporting and advising on their suitability for exhibition/work as required.

## Principal Accountabilities

- To conserve and restore furniture and decorative objects to the highest possible standard, and to agreed deadlines and treatment proposals.
- To recommend and discuss treatment proposals with the Senior Decorative Arts Conservator and Decorative Arts section, referring when necessary to The Surveyors.
- To ensure accurate and up to date records are kept on the Collections Management System (CMS) of all work that is undertaken, including photographs and, where appropriate, multimedia, of condition before and after work.



- Assist with the recording of all frame moves (and other works of art) and reports on the Collections Management System (CMS).
- To coordinate and supervise the work of external contractors/freelancers as and when required.
- To research and maintain 'best practice' in the conservation of furniture and decorative arts, and an awareness of the control of environmental conditions.
- To assist with and attend public open days, Learning events and other public participation events organised by Royal Collection Trust to promote the conservation of the collection and the work of Royal Collection Trust.
- Assist in providing basic training on the care of works of art for staff in other Departments of the Household, promoting the conservation and care of the collection.
- To oversee packing and movements of works of art between Workshops, Queen's Gallery and Residences
- Be responsible for the maintenance and upkeep of tools and equipment, ensuring Health & Safety requirements are met, and to maintain an inventory of any personal tools or equipment held in the workshop.
- To be aware of and adhere to Health & Safety, not using tools (especially power tools and machinery) without appropriate training and protective clothing/equipment.
- To help set up displays and exhibitions in The Queen's Gallery and in the Palaces
- To undertake other general duties as and when required, to ensure the efficient operation and security of the workshop.
- On occasion, assist with the conservation of giltwood furniture.

### Job Dimensions

The job holder has no line management or budgetary responsibility.

The job holder supervises external contractors as and when required.

### Decision Making Responsibilities

The post holder is expected to resolve most of the day-to-day issues that arise in the general course of duties. All furniture treatment proposals must be agreed in principle with the Senior Decorative Arts Conservator and the Surveyor of The Queen's Works of Art by the written submission of a treatment proposal.



## Practical Requirements

The standard working hours are 37.5 per week, Monday to Friday. The post-holder is principally based at the Marlborough House Conservation Workshop at St. James's Palace, however, on occasion may be required to work onsite or in other locations.

Due to the nature of the role, the post-holder will sometimes be required to be flexible regarding working hours and location. Occasional out-of-hours work may be required.

## Person Specification

### Essential

- A relevant qualification (diploma or degree) in conservation
- Significant practical experience in the conservation and restoration of furniture with a proven ability to deliver complex treatments, particularly in the conservation of historic furniture finishes.
- The ability to survey and accurately evaluate furniture conservation projects and propose innovative remedial treatments that meet the practical and curatorial requirements of the Royal Collection.
- Excellent manual skills and practical experience with traditional materials and techniques
- An understanding of the science of conservation and of current good practice
- Excellent communication and interpersonal skills, with the ability to work collaboratively with internal and external stakeholders, including specialists in their own field.
- Self-motivated, with excellent organisational skills, and the ability to prioritise own workload to meet multiple deadlines.
- The ability to work independently without constant supervision, as well as part of a multi-disciplinary team
- Meticulous and driven by the achievement of high standards.
- Good IT skills and working knowledge of MS Office applications

### Desirable

- A full, clean driving licence and a willingness to drive a medium sized van
- Experience with painted or gilded surfaces, when combined with furniture
- Metalworking skills and experience with locks, and fittings
- Basic woodcarving skills