

# THE ROYAL HOUSEHOLD

## JOB DESCRIPTION

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<b>JOB TITLE</b>	Assistant Curator, Books, Coins and Medals
<b>DEPARTMENT</b>	Royal Collection Trust
<b>SECTION</b>	Royal Library and Royal Archives
<b>REPORTING TO</b>	Senior Curator, Books and Manuscripts
<b>LOCATION</b>	Windsor Castle

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## Job Context

The Royal Collection is the department of the Royal Household charged with the care and preservation of the Royal Collection and its presentation to the public. It incorporates a charity, the Royal Collection Trust (RCT), which is regulated by the Charity Commission and the Office of the Scottish Charity Regulator, and its subsidiary trading company, Royal Collection Enterprises Limited. The Royal Collection is held by The King in trust for his successors and the nation.

The Royal Library is one of the curatorial sections of Royal Collection. It is responsible for the preservation, presentation, digitisation, research, interpretation and publication of over 220,000 books and manuscripts, dating from the 4<sup>th</sup> century BCE to the 21<sup>st</sup> century. The Royal Library is also in charge of approximately 5000 coins and medals, banknotes, seals and insignia. About a quarter of the Library's holdings are housed in the Royal Library at Windsor Castle, with the remainder disbursed over the Occupied Royal Palaces as well as Clarence House, Sandringham House and Balmoral Castle.

Based in the Round Tower at Windsor Castle, the Royal Archives are the repository of the official and personal archives of the Sovereign and of Members of the Royal Family over a period spanning almost 250 years. The Royal Archives comprise approximately 7 million items and the collection is growing at a considerable rate. The Private Secretary to The King is the Keeper of the Royal Archives and is responsible for the records held and for access to them. It is the task of the Archives to preserve, digitise, research, interpret and make these records available.

The Royal Bindery at Windsor Castle is responsible for the care and preservation of books, manuscripts and archives in the Royal Library and the Royal Archives, as well as albums of prints, drawings and photographs preserved in the Print Room and Photographs Collection. The Royal Bindery is at the forefront of preserving the high standards of craftsmanship and expertise in historic binding structures that are the benchmark of professional bookbinding, and the conservation of manuscripts and rare books.

The Collections Management System (CMS) is the database for recording and managing information about the holdings of the Royal Collection. The c.1,000,000 database records rely on over 380,000 locations, thesaurus and names records, and on hundreds of authority list terms.



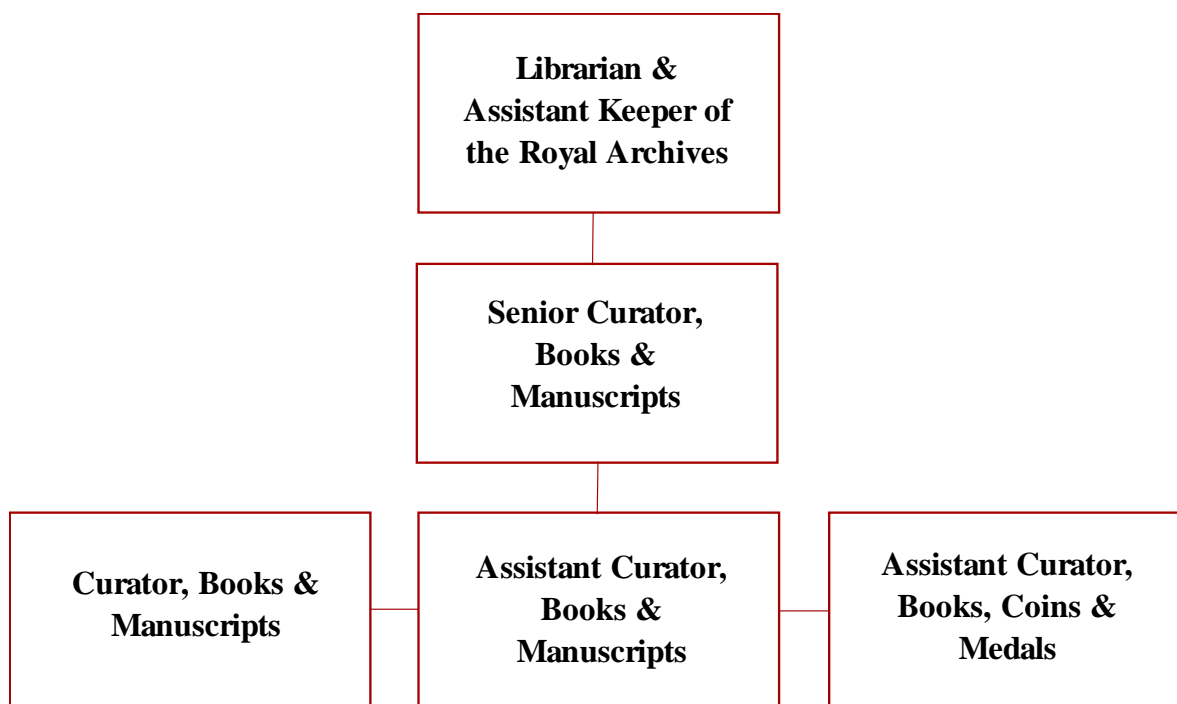
York House, St James's Palace, London SW1A 1BQ  
T. +44 (0)20 7839 1377, F. +44 (0)20 7839 8168, [www.royalcollection.org.uk](http://www.royalcollection.org.uk)

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Royal Collection Enterprises Ltd is a company registered in England and Wales (2778486). 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

## Reporting and Working Relationships



The post-holder reports to the Senior Curator, Books and Manuscripts, and works closely with other Library colleagues, the Librarian & Assistant Keeper of the Royal Archives, and the Royal Archives, Royal Bindery and CMS teams. The post-holder also collaborates with other curatorial and conservation colleagues as well as various teams across RCT and the Royal Household. The post-holder maintains and develops professional relationships with experts, including curators of coins and medals, in UK and overseas institutions.

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### Job Purpose

The post-holder is responsible for cataloguing, researching, publishing, displaying and sharing the historic collections of the Royal Library, with particular focus on numismatic holdings. S/he shares responsibilities with other Library colleagues for enquiries, exhibitions, loans, moves, storage and inventory checks of the Library's holdings. The post-holder supports the Senior Curator, Books and Manuscripts in delivering the Royal Library's strategic plan.

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### Job Dimensions

Collaborating with the Royal Library, Royal Archives, Royal Bindery and CMS teams as well as other sections of RCT and the Royal Household, the post-holder is responsible for all aspects of work on the Royal Library holdings. S/he contributes to projects and supports the delivery of strategic priorities.

Externally, the post-holder manages professional relationships with numismatic curators in UK and overseas institutions, researchers, auction houses and members of the public.

There is no line management or budgetary responsibility.

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## **Principal Accountabilities**

To catalogue the Royal Library holdings and publish them on Collection Online.

To answer enquiries on the Royal Library holdings from researchers, colleagues and members of the public.

To research, publish and lecture on the Royal Library holdings, contributing to exhibition catalogues and academic publications, delivering scholarly lectures and public talks.

To assist the Librarian and Senior Curator in curating displays of Royal Library material, researching the collection, providing content, labels, interpretation and tours for visitors.

To contribute Royal Library material to RCT's exhibitions, collaborating with curatorial, conservation, exhibitions, publishing and learning teams, and assisting with content, installations and programme coordination.

To contribute content on the Royal Library holdings to RCT's website, social media platforms, audio tours, multimedia guides and other interpretative material.

To assist the Senior Curator in providing research access to the Royal Library and supervising students.

To assist the Senior Curator with the preparation of Royal Library material for loans to external institutions, working closely with RCT's Loans Manager and acting as courier.

To develop standards for cataloguing the numismatic holdings, ensuring the timely processing of new acquisitions, their photography and publication on Collection Online.

Under the guidance of the Senior Curator to ensure that the numismatic holdings are preserved, maintained and stored to the highest standards possible.

In consultation with the Librarian and the Senior Curator, to liaise with the Royal Mint and Central Chancery about the selection and acquisition of new coins and medals.

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## **Decision Making Responsibilities**

The post-holder resolves most day-to-day issues that arise in the course of duty. Operational decisions are referred to the Senior Curator, Books and Manuscripts, and strategic or policy matters to the Librarian.

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## **Practical Requirements**

The post-holder is principally based at Windsor Castle. On occasion, s/he may be asked to work at other locations. The standard working hours are 37.5 per week.

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## **Person Specification (Skills, Experience & Competencies)**

### **Essential skills and experience**

Degree in a relevant academic subject (e.g. History, Literature)

Research and/or curatorial experience working in an academic, library or museum environment

Significant knowledge of and experience in working with historic collections of books, coins and medals

### **Technical competences**

Working knowledge of one or more foreign languages.

Cataloguing experience, with the ability to apply rules and standards methodically and accurately

Awareness of conservation issues and the challenges of working with historic books, coins and medals

Full clean UK driving licence

### **Household competences**

Outstanding written and verbal communication and interpersonal skills

Excellent organisation, project management and problem-solving capabilities

A proven ability to work well as a team member