



HISTORIC ROYAL PALACES

Job Profile – Archivist and Curator of the Architectural Drawings Collection

Location:	Tower of London, with travel to other sites
Reports to:	Head of Collections (Line Manager); Head of Records
Responsible for:	Assistant Curators; temporary assistants; project staff as necessary; specialist contractors; students; volunteers

Purpose of this role: To research and keep HRP's collection of architectural drawings catalogued, conserved and stored in the conditions appropriate to its National Archives 'Place of Deposit' status; to catalogue and make the collection accessible to internal and external customers and ensure their long-term preservation.

To advise and assist with the management of the Curators' paper and digital records. To assist in the identification, appraisal, and management of the HRP's legacy public records, particularly Curators' records.

Curators' team purpose: To lead the research, presentation, appearance, development, care and appropriate use of the palaces, their contents and grounds and to communicate their history for internal and external audiences.

What you will be doing in your role:

- 1. To lead on researching, understanding and sharing the stories of the palaces and their collections.**
- 2. To champion an understanding of history in the 'presentation' of the palaces and their collections today.**
- 3. To conserve and care for the palaces, collections and grounds and the knowledge about them.**
- 4. To bring about change in our ways of working to make Historic Royal Palaces truly a Charity for Everyone**

Date: March 2024

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Key areas of responsibility:

1. To take leadership responsibility for developing, widening the reach, and caring for the Architectural Drawings Collection (ADC). This means making the collection accessible to all audiences in HRP's strategy.
2.
 - 2.1. Research and catalogue the collection to ISAD(G) [International Standard Archival Description (General)] standards
 - 2.2. Oversee the ADC's successful migration to and development of HRP's new Collections Management System (due 2025)
 - 2.3. Organise and maintain the system to store, locate and retrieve items in the collection; to ensure accuracy and accessibility
 - 2.4. Advise on the collection's significance and cultural value
 - 2.5. Promote the collection in collaboration with colleagues in Digital Engagement, Interpretation, Public Relations/ social media and Learning
 - 2.6. Work with partners such as The National Archives, the Royal Armouries and Royal Collection Trust to create opportunities from the links between our collections
3. Maintain the ADC according to best practice to protect the collection from damage, deterioration and environmental factors
 - 3.1. Partner with our Conservation team to ensure Plans Room is maintained in accordance with our conservation standards and Place of Deposit status
 - 3.2. Ensure drawings are handled correctly and plan essential conservation with the Conservation team.
4. Assist with the acquisition, appraisal and accessioning of drawings into the ADC, including documentation of provenance; use specialist knowledge of architecture and the palaces to identify any untitled drawings. Advise on architectural acquisitions and loans for the general collection as required.
5. Develop and implement policies, procedures and standards for managing the ADC in compliance with best practice and our Place of Deposit requirements
6. Lead on achieving Archives Accreditation for the Collection with the support of the Head of Records and other colleagues
7. Provide drawings with catalogue information on request to colleagues
8. Provide access to drawings to external researchers and maintain relationships with Historic England, The National Archives, City Archivists Group and local archives, to

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ensure we are meeting their service standards. Create and manage ADC content for HRP website.

9. Undertake the management and organisation of the Curators' team's paper and digital archives
 - 9.1. Support the identification, appraisal, and management of the HRP's legacy curatorial public records as required by the Public Records Act (1958)
 - 9.2. Devise and support an ongoing strategy for the configuration of the Curators digital archival and information storage to ensure it works within the framework of HRP's SharePoint workspaces
10. Ensure the good financial management of the ADC including budgetary responsibility
11. Recruit, support and manage assistant curators and assistants, contract staff, interns and student placements, and volunteers, as required
12. Create new content and stories representing Historic Royal Palaces to the wider world and communicate its stories through the most relevant media as part of the Digital Strategy.
13. Disseminate HRP research, including practice-based research in major projects, conference papers, journal articles and academic publications, in order to ensure that HRP's academic reputation reflects its achievements
14. Being part of the curator's team, supporting and advising other curators. Contribute to team meetings.
15. Contribute where required to our Heritage Management MA course
16. Be part of the Curators and Information Management teams, including representing them, particularly at the Tower of London

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In addition to your main areas of responsibility, the core qualities and behaviours that are required from all our people for successful delivery of our Cause and Strategy are summarised below:

Memorable Experiences

Going above and beyond to create personalised experiences that inspire and provoke change

Simplify and Adapt

Cutting through complexity to find simple solutions and encourage agile ways of working

Money Matters

Generating the money to grow our impact and care for our palaces, creating a culture of getting better value and increasing our financial headroom

Fresh Thinking

Demonstrating the courage to push the boundaries, striving to stretch ourselves

In this Together

Working collaboratively across the organisation, investing time in building trusted relationships to create 'one team – one HRP'.

Inspire Success [Managers and Team Leaders only]

Enabling and supporting your staff to succeed

Other requirements

In addition to the above you are also required to have read and comply with the rules/standards contained in HRP's Code of Conduct, including Health and Safety requirements. The Code of Conduct can be found on the HRP Intranet.

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Person Specification: **Archivist and Curator of the Architectural Drawings Collection**

Who we are looking for:

Attributes	Essential	Desirable
Experience	<p>Experience working in archives, special collections and libraries with a sound knowledge of archival and museums principles and practices</p> <p>Experience with architectural collections and/or historic buildings</p> <p>Experience of archival selection, appraisal and cataloguing</p>	<p>Experience developing and/or using an electronic archives or collection management system</p> <p>Experience related to collections- or archival displays and exhibitions</p> <p>Experience of volunteer or student supervision</p> <p>Experience of project management</p>
Qualifications / Training	<p>Degree in a relevant area, such as architectural history, archaeology, history</p> <p>Post-graduate qualification in Archives or currently studying for such a qualification or equivalent experience</p>	<p>Postgraduate qualification in Museum Studies or other relevant area</p> <p>Membership of a professional association (e.g. ARA, AMA, or RIBA)</p>
Knowledge	<p>Understanding of the key principles of archival and collections management as applied to an architectural drawings collection</p> <p>Extensive knowledge of British and architectural history; familiarity with British & European history</p> <p>Familiarity with architectural terminology, styles and drawing conventions</p>	<p>Awareness of issues relating to archival and museums management and research in Heritage</p> <p>Awareness and interest in digital preservation/digital continuity</p> <p>Knowledge and application of archival and museums</p>

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	Proficiency in archival selection, appraisal, cataloguing and collections development	legislation, standards and best practice as it relates to public records
Communication	<p>Excellent communication, interpersonal and research skills</p> <p>Ability to establish and build professional relationships with a range of stakeholders</p> <p>Proven analytical and problem-solving skills</p> <p>Self-motivated, adaptable and with the ability to use initiative</p> <p>Commitment to preserving and promoting access to cultural heritage</p> <p>Excellent organisational skills, including the ability to meet deadlines and to deal effectively with conflicting priorities</p> <p>Ability to produce excellent results working in a team and contribute to its success</p> <p>Writing for both general and specialist readers. Writing and publishing for the Web.</p>	Experience representing an employer or organization through public speaking and the media
Physical requirements	The role does involve some heavy lifting and, due to the nature of our palaces, some carrying of documents/boxes up and down stairs.	

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Additional requirements		
Performance Framework qualities	Select up to 3 of the most essential PF qualities for this role	
	Please use up to 3	What behaviours are required?
Memorable Experiences		
Simplify & Adapt	X	Continuous improvement of systems and practices
Money Matters		
Fresh Thinking	X	
In this Together	X	Supporting and collaborating with colleagues and public users
Inspire Success (manager & team leader grades only)	X	Taking the archives and drawings collection to new levels of information and access through the new Collections Management System and wider website access

All candidates will be recruited against the above criteria regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We value a diverse workforce and celebrate our differences.

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