



Waddesdon Manor
Job Description

Job Title: Assistant Registrar / Collection Manager (1 year maternity cover)	
Managed by: Senior Collections Manager	
Departments	Location
Collections	Waddesdon Manor, Aylesbury, Bucks HP18 0JH

Overall Purpose:

Waddesdon Manor is a historic house open to the public. Created by Baron Ferdinand de Rothschild from 1874, it is home to the Rothschild Collection and was bequeathed to the National Trust in 1957. Today is managed by a Rothschild charitable trust, The Rothschild Foundation. It currently welcomes over 460,000 visitors a year to the property, just over a third of whom visit the house. The Collection is exceptionally rich in fine and decorative arts of the 18th century, including English 18th-century portraits, French 18th-century furniture and porcelain, drawings and works on paper, textiles, 16th and 17th-century objects d'art, Dutch Golden Age painting, sculpture (including a small contemporary collection), books and bindings, manuscripts and metalwork. The collection is displayed within original 19th-century interiors, many incorporating 18th-century French panelling.

Outline of Role:

The Assistant Registrar/Collections Manager is a key member of the team responsible for the management, documentation and conservation of the collections at Waddesdon. These collections include objects owned by the National Trust, the Rothschild Foundation and on loan from the family and other private lenders. The post includes maintenance of documentation systems for all aspects of collections management, such as inventory, condition reporting, object movement, loans administration, and the physical care of the collections. The post also supports the management and delivery of the exhibition programme and projects undertaken by the department. He/she will also deputise for the Senior Collections Manager as required and work closely with other colleagues in the department, including the Head Steward and curators.

Specific Duties Include:

Documentation

- Maintain database, paper and digital records about the collections, long term loans and loans for exhibition. Ensure that appropriate and accurate information is recorded and updated, including ownership, core catalogue details, value, condition and treatment and tracking object movement.



- Ensure that all object core data is up to date, including numbering and the photographic record. Liaise with the Stewards, Inventory Assistant and the Image Library Coordinator to manage programs to achieve this.
- Assist with the identification and reconciliation of any ownership queries between the private and NT collections and undocumented chattels and create new records for previously undocumented objects
- Support Collection Department documentation systems to ensure that data is consistent and the indexes are used efficiently.
- Assist in the identification and planning of retrospective documentation projects. Liaise with Stewards, Curators and the private collection as appropriate.

Collections Management

- Supervise inventories and annual audits and ensure that movement records are up-to-date. Liaise with Stewards and Inventory Assistant as required
- Maintain records about the condition of the collections and any conservation and care programs, including retrospective documentation. Assist in designing new ways to capture condition records more efficiently.
- Prepare annual insurance declarations and assist with the management of insurance and valuation provisions.
- Gather information and statistics which support the collections management programme, including conservation and storage projects, and the documentation of these activities.
- Assist in the research and preparation of proposals for improvement of collection stores including major re-fits and ongoing day-to-day improvements.
- Ensure the safety and security of the Collection at all times
- Liaise with the Stewards and Facilities Departments to ensure appropriate environmental conditions are maintained in areas where collections are held. Ensure that there is an ongoing record of environmental data.

Loans and Exhibitions

- Assist with the preparation and logistics for incoming and outgoing loans for exhibition, including liaison with lenders/borrowers, transport agents and insurers as well as installation and de-installation.
- Liaise with Curators to ensure that they have completed all Due Diligence checks and procedures before loans are approved and processed.
- Liaise with the Private Collection and Rothschild Foundation about outgoing and incoming loans of objects on long term loan to Waddesdon.

Project work

- Support the work of the department in delivering major projects as required
- Until September 2019, support the Project Manager for the Rothschild Treasury, a new permanent gallery in preparation



Policies, procedures and reporting

- Assist in preparation and provision of information to professional and government agencies, such as applications for Government Indemnity, Accreditation, Immunity from Seizure etc
- Maintain an up-to-date Manual of Procedures relating to the documentation and care of the collections
- Assist in the preparation and ongoing review of the Disaster Plan and assist in any Disaster Training programs.
- Assist in the preparation of information for reports to trustees and committees.

Skills & Experience

- Experience and knowledge of museum registration, documentation and collection management practices
- Relevant qualification and/or one or two years' experience of curatorial activities in a museum, historic house open to the public or similar
- Familiarity with collections management information systems and data entry. Prior knowledge of Vernon would be an advantage
- Ability to liaise efficiently and courteously with different stakeholders
- Ability to multi-task and prioritise demands
- Ability to work as part of a team and on own initiative
- Meticulous approach and good attention to detail
- Excellent communication skills
- Excellent computer skills
- Driver's license

Terms & Conditions:

Working Hours: Full-time, Monday to Friday, a minimum of 37.5 hours per week

Salary: £28,000 per annum pro rata

Holiday: 33 days per annum, increasing to 36 days after three years' service, 37 days after five years' service and 39 days after ten years' service. Your holiday will be based on the hours you work and includes public holidays.

Benefits: National Trust Staff Card which entitles free entry at all NT properties and a discount in their shops.
Matched company pension scheme up to 10% of salary
Free parking

Closing date for applications is 11pm on Sunday 31st March. Interviews during week commencing 8th April 2019.

To apply please send your CV and covering letter to application@waddesdon.org.uk