

Temporary Collections Relocation Assistant, Collections Department
Salary up to £22,000 per annum plus attractive benefits
12 months fixed term contract

The Royal Academy of Arts is one of the UK's foremost arts institutions, famous for our world-class exhibitions including *The Real Van Gogh*, *David Hockney: A Bigger Picture* and *Sensing Spaces: Architecture Reimagined*. It is a particularly exciting time in our history. As we approach our 250th anniversary in 2018, we are embarking upon a series of major investments that will transform our physical and digital infrastructure and our public offer. An ambitious 'Masterplan' by David Chipperfield RA will redevelop our 2.5 acre campus in Mayfair. The Masterplan will unite our two buildings, and provide refurbished galleries, a state-of-the-art auditorium, a new learning centre and a dedicated Collections gallery.

In preparation for the Masterplan, the Collection will be moved into offsite storage in 2015. We need a hard-working, organised and enthusiastic Collections Relocation Assistant to assist with the co-ordination of this move. The Collection currently comprises of over 900 paintings, 1,200 sculptures, and 30,000 works on paper. From artists' letters to historic books, from sculpture to drawings, and from palettes to memorabilia, the majority of these objects date from the foundation of the RA in 1768 to the present day.

You will provide practical and administrative support throughout the process of preparing and moving the Collection into offsite storage. You will be auditing and labelling objects in storage, updating documentation and helping with de-installation of works around the RA. Existing, hands-on experience working with historic museum collections is essential.

Strong communication and interpersonal skills are required, to build strong relationships both internally and with external contacts. We are looking for someone organised and systematic, who can work at pace and meet deadlines. An MA in Museum Studies or equivalent is preferred. This temporary role is an excellent opportunity for someone looking to develop a career in collections management and museum administration.

Please complete an application form to be considered for this position. You will find our application form in the ***How to Apply*** section of the Careers page on our website: www.royalacademy.org.uk/careers

Closing date for applications:
Interviews to be held:

7 November 2014
13 & 14 November 2014

Candidates who are available to start in early December 2014 are preferred

JOB DESCRIPTION

Job Title: Collections Relocation Assistant (temporary)
Department: Collections, Library and Archive
Reports to: Collections Manager

Background

The Royal Academy of Arts has been acquiring works for the Collection since its foundation in 1768. It now comprises of over 900 paintings, 1200 sculptures, 30,000 works on paper, as well as smaller collections of artist's materials, furniture, and other ephemera. The Collection includes paintings by famous past members such as John Constable, Thomas Gainsborough and J.M.W. Turner as well as contemporary works by recently elected Academicians such as Grayson Perry RA, Yinka Shonibare RA, and Cornelia Parker RA.

In 2015 the Collection will be moved into offsite storage in preparation for the "Masterplan" - an ambitious scheme by David Chipperfield RA to redevelop our 2.5 acre campus in Mayfair. The Masterplan will unite our two buildings, provide refurbished galleries, a state-of-the-art auditorium, a new learning centre and a dedicated Collections gallery.

The Collections Relocation Assistant will provide essential support to the Collections Team during the planning, preparation, and move of the Collection. The role will involve auditing and labelling objects in storage, updating documentation, as well as helping with the de-installation of works on display around the building. This role provides an excellent opportunity for those wishing to develop a career in the field of collections management and museum administration.

Main Objective

The post holder will provide practical and administrative support to the Collections Manager and Collections Team in preparing and moving the Collection into offsite storage.

Main Duties

- Work with the Collections Manager and conservators to survey the Collection before the move, and assist with the identification of particularly vulnerable or sensitive objects.
- Create and update inventory lists, systematically check and correct artwork dimensions, weights and other technical information against existing database records, and update object history files.
- Generate condition report templates and assist with related photography.
- Undertake labelling, marking and repacking of parts of the Collection where necessary.
- Update all object movements on MUSIMS.
- Supervise art handlers, freelance conservators and contractors during the packing, moving, and unpacking of objects onsite and offsite.
- Work with art handlers, conservators, contractors, and security staff to ensure best practice in object handling, maintenance, housekeeping, and security of the Collection both onsite and offsite.
- Act as courier for the transport of objects between the RA and the offsite store.
- Any other tasks as identified by the Collections Manager/Line Manager.

Person Specification

Essential:

- Relevant, hands-on experience working with historic museum collections.
- A demonstrable understanding and interest in collections storage and movement.
- A degree in a related field.
- Excellent administrative and IT skills including Word, Excel and Outlook.
- Experience using a recognised museum collections database.
- Exceptional level of attention to detail as well as good written, verbal and numerical skills.
- Experience of working to tight deadlines, excellent organisational skills, and the ability to work well under pressure.
- Proven people skills and the ability to deal tactfully with internal and external contacts at all levels.
- Enthusiastic, intelligent, able to work independently and use own initiative.

Desirable:

- MA in Museum Studies or equivalent professional qualification.
- Knowledge of SPECTRUM and Accreditation standards for collections care.
- Understanding of preventive conservation and up-to-date conservation practice.
- Experience of handling, moving and packing historic objects in a variety of media.