

**Head of Collections
Royal Academy of Arts
Up to £52,000 plus attractive benefits**

About the Royal Academy of Arts

The Royal Academy of Arts is one of the UK's foremost arts institutions, famous for our world class exhibitions.

Over the next three years, the Royal Academy (RA) will redevelop Burlington Gardens by linking it to Burlington House to create a new campus for the arts in London. With the help of the Heritage Lottery Fund, the RA will for the first time create a comprehensive activity programme focusing on the 250-year history of the RA. We will be restoring our historic buildings and developing a gallery to explore our magnificent, but until now largely unseen, permanent Collection.

About this position

We are looking for an exceptional and experienced Head of Collections who will manage the Collections Department, enhancing its integration with the wider Academy and expanding the accessibility of the Collections to the general public. Reporting to the Director of Artistic Programmes, Tim Marlow, you will take responsibility for the planning and implementation of the care, development and public interpretation of the RA's Collections. You will also introduce commercial initiatives, including travelling exhibitions, to ensure that the Collections Department generates revenue and, as the public face and ambassador of the department, you will promote the Collections proactively in order to realise fully all commercial and fundraising opportunities.

About you

Alongside a passion for British art, delving into history, and engaging with contemporary issues in art and culture, you must have a proven track record, ideally 10 years', of managing a renowned collection or an equivalent department. You will be adept at drafting appropriate strategy and policy and at managing and guiding your staff to deliver departmental aims and objectives relating to the preservation, display and external loan of the RA's Collection.

You will use your exceptional written communication skills to research and draft interpretative texts, catalogue entries, articles and papers for diverse media and audiences. At the same time, you will be highly numerate and commercial, forecasting and managing your annual departmental budget, providing regular data, reports and well-constructed business plans for new initiatives as required. Flexible and collaborative, you will act as secretary to the Collections Committee, supporting the Chairman of the Committee, and you will monitor and ensure the continued compliance of the Collections Department with the requirements of the Heritage Lottery Fund's support.

A confident people manager, you must be able to engage and inspire a sizeable team of skilled and experienced librarians, archivists, curatorial and collections management staff. You will be adept at helping team members reach their full potential with ongoing professional development.

How to apply

Candidates should send their CV and a covering letter, outlining how they feel they meet our criteria, and including their current remuneration details, to: recruitment@royalacademy.org.uk or, for a conversation in complete confidence, they should speak to Katherine Montague, Director of Human Resources, on 0207 300 5788.

Closing date for applications: 14 June 2015 (midnight)
Interviews to be held week commencing: 22 June 2015

JOB DESCRIPTION

JOB: Head of Collections
DEPARTMENT: Collections
REPORTS TO: Director of Artistic Programmes

MAIN OBJECTIVES

Take overall responsibility for all aspects of the care, development and public interpretation of the Academy's nationally designated art collections, historic library and archive.

Take operational (day-to-day) management responsibility for improving the quality and effectiveness of the Collections Department's contribution to the Academy's artistic programmes and long-term strategic goals.

Work collaboratively with the Director of Artistic Programmes, President and Chief Executive to agree a campus wide programme of the display of the RA Collection, both its contemporary and historic treasures.

Initiate and implement strategy and specific projects for improving the range and reach of public access to the RA Collections, in particular for reaching new and more diverse audiences.

Identify and support opportunities within the Collections for income generation through publications, merchandise development and image licensing.

Take overall project management responsibility for successful delivery of the current stage of the HLF funded programme for enhanced digital interpretation of the collection, scheduled for completion in 2018.

As the public face of the Collections Department, proactively promote and interpret the contemporary significance of the Collections in support of the Academy's fundraising targets through cultivation events, visitor tours, and helping to meet the needs of the RA Patron and Corporate Sponsorship schemes.

Plan and implement the contribution of the Collections Department to the Academy's objective of attracting new audiences to its unified Burlington House campus post 2018, and fulfilling on-going compliance with the requirements of HLF funding in this respect.

MAIN DUTIES

Curatorial Aspects:

1. Manage and guide the Collections, Library and Archive staff in the execution of departmental policies and objectives relating to the preservation, display, accessibility, interpretation and development of the collections of works of art, books, photographs and archival documents belonging to the Academy.
2. Meet regularly with the curatorial research team to agree conservation priorities, develop programmes of in-house displays, and monitor and advise on the future development of the on-line catalogue.
3. Work with the Collections Management team to develop and maintain improved procedures and standards of practice relating to the care, accessibility, in-house display, external or

internal loan and day-to-day management of all objects for which the Department has curatorial responsibility.

4. Work with the Library, Archives and Photographic Services team to advise on issues relating to the provision of research information, public access to archives and library study services, and the supply of photographic materials and permissions.
5. Research, select and write interpretative materials for in-house displays based on the Works on Paper and Rare Books Collections.
6. Research and write catalogue entries for the Prints and Rare Books section of the integrated on-line catalogue of the Academy's Collection; research and write related interpretative texts and articles for publication on Collections pages of the Academy's website and for other media, as required.
7. Take responsibility for enhancing the significance and coherence of the Works on Paper and Rare Books Collections through acquisition, subject to the requirements of the agreed acquisition policies applicable to these collections.

Project Management:

1. Project-manage enhanced digitalisation of the Academy's Collections, to ensure improved public knowledge, enjoyment and understanding of their significance.
2. Lead on the future development of the Collections Gallery and other public display spaces on the Burlington House site and deliver the objective of increasing their accessibility to the general public and use for the effective display of the Academy's collections.
3. Explore and develop projects with appropriate partner institutions leading to greater public exposure of the Collections through reciprocal loans, touring exhibitions, and 'behind-the-scenes' public access to works held in offsite storage.
4. Work closely with Facilities Director to identify a suitable and financially sustainable long-term storage solution the Collection.

People Management:

1. Overall responsibility for entire department staff, with direct line management responsibility for senior staff. Coach, motivate and lead the team, set objectives in line with the RA strategic plan and KPIs, review progress both formally and informally.
2. Review the Department's functions and deployment of tasks; include consideration of the next stage of the Cataloguing Project.
3. Develop the aims and objectives of the Department, write papers, attend meetings, formulate plans and draft policy, as appropriate.
4. Prepare the draft departmental annual budget: work with the Finance Department as well as departmental staff, on the preparation of the departmental budget, monitor expenditure throughout the year, report on outcomes, provide reports, data, etc. as necessary.
5. Act as secretary to the Collections Committee. Work with Chairman of Committee to develop agenda, write/present papers, attend/participate at meetings, record proceedings, and

ensure Minutes are transcribed, agreed and circulated. Take all follow up action, as appropriate.

6. Represent the Department at external meetings, as appropriate.
7. Comply with all relevant Health & Safety policies, procedures and regulations and takes appropriate and reasonable care for the safety of colleagues and visitors to the Academy.
8. Undertake any other duty which may reasonably be allocated by the Director of Artistic Programmes

PERSON SPECIFICATION

- Postgraduate degree or equivalent
- At least 10 years' experience managing a significant arts collection; including its conservation. Must possess scholarly and curatorial expertise, ideally of both historic and contemporary art work.
- Exceptional written communication skills to research and draft interpretative texts, catalogue entries, articles and papers for diverse media and audiences
- Sound and demonstrable commercial skills to prepare, manage and report on a complex annual budget
- Excellent project manager, experience of planning and the delivery of large scale projects along with day-to-day work.
- Strong interpersonal skills, confident, friendly and articulate, to provide engaging tours, host and attend events for our sponsors and supporters
- Collaborative approach to working across the Academy
- Excellent people management skills; to motivate and lead a team of varied disciplines to deliver the strategic aims of the Royal Academy and meet challenging KPIs.