



**ENRIQUETA HARRIS FRANKFORT CURATORIAL ASSISTANT
(Full-time)
2 Year Fixed-Term Contract**

THE WALLACE COLLECTION

The Wallace Collection is a collection of the fine and decorative arts formed in the eighteenth and nineteenth centuries by four successive Marquesses of Hertford and the 4th Marquess's legate, Sir Richard Wallace. It was left to the British Nation in 1897 and opened as a national museum in June 1900 in Hertford House, Manchester Square, W1U 3BN, a grade II listed building in central London. The museum is internationally famous for its collection of French eighteenth-century art, European princely arms and armour and for its Old Master paintings.

The museum is managed by the Director, Dr Xavier Bray, who reports to a board of Trustees appointed by the Prime Minister and is financed by a combination of grant-in-aid from central government and self-generated income.

OVERALL PURPOSE AND ROLE

The Wallace Collection is delighted to honour the memory of Enriqueta Harris Frankfort with a Curatorial Assistant post. Before her death in 2006, Dr Harris Frankfort was a leading authority on Spanish painting in the UK, particularly the works of Velázquez and Goya. One of her most notable contributions to the field was her research into the historical context of Velázquez's painting, Baltasar Carlos in the Riding School, a version of which is in the Wallace Collection, so it is extremely fitting that we commemorate her achievements with this position which will assist with the Collection of Spanish paintings and European paintings more generally.

The Wallace Collection is proud to be collaborating with the Centro de Estudios Europa Hispánica (CEEH) in the appointment of this role, and is extremely grateful for their on-going support.

This post is intended to strengthen the curatorial team and specifically its research activities in the field of Spanish painting, and to provide significant hands-on experience for someone intending to make a career in curatorship. It is envisaged as a training opportunity for someone with some curatorial experience and formal academic training. As part of a small curatorial team, the post-holder will have direct involvement in and responsibility for activities connected with the care and presentation of the collections and will carry out a wide range of day-to-day duties in the museum.

RESPONSIBILITIES

The Enriqueta Harris Frankfort Curatorial Assistant will need to have an interest in Spanish painting as well as European paintings more generally.

There are two main areas of responsibility.

The following are the main elements of the job as they relate to Spanish painting, covering about 50% of the postholder's time:

- Assisting with research in the field of Spanish painting
- Assisting in establishing the Wallace Collection as a centre for the study of Spanish painting
- Assisting with the development of exhibitions and displays in the field of Spanish art
- Organizing and administering conferences, study days and colloquia on Spanish art
- Giving public talks and other lectures in the galleries or on social media

The other 50% of the post-holder's time will be spent in caring for the permanent collection, particularly but not exclusively the paintings. He/she must have a strong interest and pride in the presentation of the collections and their good care, to the standards expected of a national museum. The key aims of these responsibilities are to secure the good care of the works of art and to improve visitors' enjoyment.

The will include, but may not be limited to:

- Daily checks on the galleries and gallery interpretation materials
- Daily checks on environmental conditions in the galleries (in liaison with Conservation)
- Assist the paintings curators as required, including providing support for long-term research projects, object and image research, maintenance of object files, photocopying and filing, exhibition and display preparation, and other administrative tasks
- Weekly and monthly gallery cleans
- Preparation of materials for the curatorial Treasure of the Month programme
- Assist with object moves in the galleries, temporary exhibition and display change-overs, object photography and filming in the galleries
- Co-ordinate signage in the galleries, including labels and the production of gallery sheets
- Act as curatorial co-ordinator for routine gallery maintenance and small works, liaising with Facilities or external contractors, and ensuring protection of works of art including, if necessary, their removal

- Assist with training and induction of Security and Gallery staff, especially with respect to Gallery care
- Assist with the organization and running of the History of Collecting seminars programme
- Assist with the administration of publications, as requested
- Assist with the administration of meetings and lectures by specialist groups
- Answer general curatorial enquiries, and assist with the supervision of visitors to the Library and to study objects in the Conservation workshop
- Give Gallery Talks and general tours of the collection
- Liaise with the Events department about upcoming events
- Assist with evening events as required (presence at commercial events attracts overtime payments).

KEY RELATIONSHIPS

Assistant Curator (Collections and Works of Art)

Paintings Curators

Curatorial assistant

Senior Curator

Head of Conservation and Conservation Department

Head of Building and Projects, and Facilities Department

Education Department

Librarians

Events Department

REPORTING STRUCTURE

Assistant Curator (Collections and Works of Art)

SKILLS/ QUALIFICATIONS

- A post-graduate degree in European Old Master paintings, preferably a Spanish art-historical subject
- A demonstrable interest in, and knowledge of, Spanish paintings as well as European paintings generally
- A demonstrable interest in curatorial work
- Proven written & oral skills
- Demonstrable organizational skills and the ability to multi-task
- Excellent IT skills, including advanced level Microsoft Word; intermediate level Microsoft Excel, Outlook, PowerPoint and Adobe Photoshop (or similar photo editing programme). Sketch-Up would be an advantage
- Solid knowledge of the Spanish language

- Flexibility and the ability to balance a busy work-load with a number of given projects and deadlines

PERSON SPECIFICATION

- A passion for works of art and an appreciation of the Wallace Collection and its collections
- Academic curiosity
- A high level of self-motivation
- A meticulous attention to detail
- The ability to integrate well with colleagues in a small team
- The ability to communicate well with people, including Collection staff, visiting scholars, outside contractors and members of the public
- A good sense of humour
- The ability to work effectively and efficiently under pressure
- A clear communication style, including an ability to communicate on social media and film
- An appreciation of the role of a national museum, especially its need to balance the care of the works of art with service to its public

REMUNERATION AND WORKING HOURS

The salary for this post is circa £20,000-22,000 per annum depending on experience. In addition, the post-holder will receive 25 days paid annual leave (plus 2.5 'privilege' days), and membership of an occupational pension scheme.

For this post, the normal working week is a five day week, Monday to Friday. The normal working day will be 9am to 5pm. However, some flexibility will be expected as occasionally the need to participate in specialist conferences or wider museum activities will arise. Some evening work will also be required, for example attendance at events held in the Wallace Collection (for which overtime payments will be made).

Deadline for applications: 1 July 2019

Date for Interview: 11 July 2019

If you are successful in being selected for interview you will hear from us by 8 July 2019.

The Wallace Collection, Hertford House, Manchester Square, London, W1U 3BN
www.wallacecollection.org; t: 020 7563 9544

An application form can be found and downloaded from our website www.wallacecollection.org. Alternatively, you can write to the HR Department, The Wallace Collection, Hertford House, Manchester Square, London, W1U 3BN for a postal application pack.

The Wallace Collection is an equal opportunities employer