

Candidate Pack

Project Cataloguer – Blair Archive

Full Time, 40 hrs per week

Fixed Term Contract – 12 months



Introduction

The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the eighteenth and nineteenth centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world. So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897 and opened to the public in June 1900. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. The museum is internationally famous for its collection of French eighteenth-century art, 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.

We aim to engage with and diversify our audience and attract over 500,000 visitors a year to the museum.



Our priorities

The Collection is committed to providing access to as wide a public as possible and to helping visitors engage with this diversity. Our goal is to create a place of understanding, cultural pluralism, curiosity and learning. To do this, we plan to create a world-class visitor experience for all ages which stimulates engagement with our collection through a new programme of exhibitions, major gallery refurbishments and an enhanced and expanded digital presence.

Our strategic priorities are to:

- To maintain, research and preserve the Collection for future generations;
- To broaden and deepen visitor engagement, connecting with audiences onsite and digitally;
- To build and support a strong exhibition programme;
- To lay a strong financial foundation for the future; and
- To embark upon a Masterplan programme to transform the museum.



Role summary

Claude Blair (1922-2010) was an internationally renowned expert on European arms and armour, publishing extensively on the topic. He began his museum career at the Tower of London and later moved to the Victoria and Albert Museum, where he became Keeper of Metalwork. His archive at the Wallace Collection consists of correspondences, notes, photographs and personal papers, related to his research, publications, extensive career and role as a founding member of the Church Monuments Society.

The Project Cataloguer will be responsible for cataloguing the remainder of the Blair Archive, which has already been box-listed, with cataloguing work currently underway. This is an exciting opportunity to work with a diverse and fascinating collection, including material relating to arms and armour and medieval history.

The position will sit within the Curatorial team, reporting to the Archivist.



Role description

General

- Catalogue the Blair Archive in accordance with ISAD(G) standards, using Excel spreadsheets for ingest into the new archive database (CollectionsIndex+) and/or cataloguing directly in CollectionsIndex+.
- Number and rehouse items that are not currently stored to archival standards, and identify materials requiring specialist packaging.
- Handle all archival materials safely and professionally, in accordance with relevant procedures and standards.
- Identify and flag items requiring conservation assessment or treatment.
- Review records for data protection, confidentiality and sensitivity issues.
- Give talks and tours of the Blair Archive as required.
- Assist with reader enquiries and reading room invigilation as required.
- This job description cannot be considered to be exhaustive and other duties will be determined by circumstances as and when required.



Person specification

Essential

- Postgraduate qualification in Archives and Records Management or equivalent experience.
- Experience of cataloguing complex archive collections to ISAD(G) standards using Excel spreadsheets and/or collections management systems.
- Proficiency working with standard business software including MS Office applications (Word, Excel, Outlook, PowerPoint).
- Demonstrable knowledge of best practice in the handling, storage and conservation of archival items.
- Up-to-date knowledge of data protection legislation and its implications for access to and use of archival collections.
- Excellent organisational skills, with experience of project-based cataloguing and the ability to manage priorities and meet project targets.
- Excellent communication skills, both verbal and written.
- Ability to work accurately, with a close attention to detail.
- An interest in the holdings and the history of the Wallace Collection.
- A flexible approach, with the ability to work independently and collaboratively.

Desirable

- Interest in arms and armour, metalwork or medieval studies.
- Knowledge of written French or German.
- Experience with CollectionsIndex+.



Salary, benefits and working hours

The salary for this role is between £30,800 to £32,000 per annum dependent on skills and experience.

In addition, the post-holder will receive, pro-rated, 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered the following benefits:

- **NEST Pension Scheme**
- **Interest free loans after six months satisfactory service**
 - Interest free season ticket loan
 - Cycle to work loan
- **Eye Tests**
- **Occupational Health Service**
- **Annual Flu Jab**
- **Employee Assistance Programme**
 - Services available 24/7 and 365 days per year to all employees
 - Free therapy service of up to six sessions per issue, per year (each session lasts 45-50 minutes)
- **Access to Mental Health First Aiders**
- **Parental Leave**
- **Training and Development Opportunities**

For this post, the normal working week is a five-day week, Monday to Friday. The normal working day will be 09.00 to 17.00.

How to apply

Please complete the Application Form, and the Equal Opportunities Monitoring Form, following the links provided on our website. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to recruitment@wallacecollection.org by midnight **11/10/2026**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place week commencing, **19/10/2026**. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Start date: As soon as possible

Appointment to the role is subject to a satisfactory Basic Disclosure check. The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.



