



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

THE WALLACE COLLECTION

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. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. Today, our job is to maintain, research, and inspire the public to love and understand the Collection.

Salary

£22,357 to £23,620

Location

The Wallace Collection, Hertford House, Manchester Square, London, W1U 3BN.

OVERALL PURPOSE AND ROLE

The Wallace Collection is delighted to honour the memory of Enriqueta Harris Frankfort with a Fellowship 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 art 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 and support the curatorial team, specifically in its research activities in the field of Spanish art, 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 Fellow will need to have an interest in Spanish art as well as European art more generally.

There are two main areas of responsibility.

The following are the main elements of the job as they relate to Spanish art:

- Conducting research on Spanish painting and other Spanish and Spain-related works of art
- Assisting in establishing the Wallace Collection as a centre for the study of Spanish art
- Organising and administering conferences, study days and colloquia on Spanish art
- Giving public talks and other lectures in the galleries or on social media and the museum's digital platforms

The other responsibilities will include, but may not be limited to:

- Regular checks on the galleries and gallery interpretation materials
- Assist the 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
- Assist with object moves in the galleries, temporary exhibition and display change-overs, object photography and filming in the galleries
- Assist with the museum's loan programme, including participation in local or domestic courier trips
- Co-ordinate signage in the galleries, including labels
- Act as curatorial co-ordinator for routine gallery maintenance and small works, and ensuring protection of works of art including, if necessary, their removal
- Co-ordinate and help with cleaning cases in the galleries
- Assist with the organisation 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).
- Ensure that changes to object records in the collection management system are reflected in the Bloomberg app.

Key Relationships

Curator of Works of Art and Sculpture
 Head of Curatorial and Curatorial Department
 Collection Care and Conservation Department
 Facilities Department
 Communications Department
 Learning Department
 Librarian
 Events Department

Reporting Structure

Curator of Works of Art and Sculpture

Person Specification

- A passion for 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
- 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

Skills/Qualifications

- A post-graduate degree in European Old Master art, preferably a Spanish art-historical subject
- A demonstrable interest in, and knowledge of, Spanish art as well as European art generally
- A demonstrable interest in curatorial work
- Proven written & oral skills
- Demonstrable organisational skills and the ability to multi-task
- Excellent IT skills (Microsoft Word, 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

Salary, Benefits and Working Hours

The Salary for this post is within the range of £22,357 to £23,620 per annum dependent on skills and experience.

In addition, the post-holder will receive 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered membership of an occupational pension scheme and after six months satisfactory service an interest free season ticket loan.

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 providing curatorial oversight of events held in the Wallace Collection (for which overtime payments will be made).

HOW TO APPLY

Please complete the Application form, and the Equal Opportunities Monitoring form, following the links provided. 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 15th September 2021.

Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on either 4th or 5th October 2021. 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: Early December 2021

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.