



## ROTHSCHILD FOUNDATION

<b>Job title:</b>	Collections Manager, Spencer House
<b>Hours:</b>	37.5 hours per week, Monday to Friday
<b>Employer:</b>	Rothschild Foundation
<b>Reports to:</b>	Head of Collections and Gardens, Waddesdon Manor
<b>Location:</b>	Spencer House, 27 St James's Place, London, SW1A 1NR
<b>Salary:</b>	£27,000 to £30,000 depending on experience

### **Background:**

Spencer House was built in 1756 for John, 1<sup>st</sup> Earl Spencer, and his wife, Georgiana Poyntz. The house was begun by John Vardy (1718-1765) who was trained by William Kent in the neo-Palladian tradition and was responsible for the exterior of the House and its ground floor interiors. In 1758 the Spencers changed architect to James 'Athenian' Stuart (1713-1788) who completed the project in 1766 and whose famous Painted Room on the first floor is considered one of the earliest neo-classical interiors in Europe. Spencer House was one of the most ambitious building projects of the time and today is one of the few 18<sup>th</sup>-century London aristocratic palaces that have survived. It exemplifies the transition from the late English Baroque to neo-classicism – the new style championed by the 1<sup>st</sup> Earl Spencer and his wife - and occupies an important place in the study of British architecture. In 1991 Spencer House opened to the public following an extensive 10-year restoration programme which was undertaken by RIT Ltd under the Chairmanship of Lord Rothschild. During the restoration the grand State Rooms were returned to their 18<sup>th</sup>-century condition and an impressive art collection was brought together to furnish the interiors, including original pieces designed by the architects which have been generously lent by Temple Newsam (Leeds City Council) and the V&A and are displayed in their 18<sup>th</sup>-century locations.

The Rothschild Foundation is a charity supporting arts and heritage, the environment, education and social welfare by awarding grants, fostering dialogue and debate. At the heart of the Rothschild Foundation is Waddesdon Manor, a National Trust property built in the 1870s by Baron Ferdinand de Rothschild and shaped by four generations of the family. Since July 2015, the Rothschild Foundation has also been responsible for the management of the State Rooms at Spencer House.

Spencer House is open to the public for viewing every Sunday (except during August) from 10.00 a.m. – 4.30 p.m. (last tour). Access is by guided tour which lasts approximately 1 hour. Groups of 15-60 people may also visit on Monday mornings. Public Opening is managed by the Property Director and his team. The rest of the week the State Rooms are available for hire for corporate and private events including weddings and functions and this is managed by the Director of Events and his team. For more information please visit [www.spencerhouse.co.uk](http://www.spencerhouse.co.uk).

### **The Role:**

The Collections Manager is responsible for the maintenance of the State Rooms and for the care and conservation of the collection at Spencer House. The majority of the collection is on permanent display in the State Rooms. A small part is also on display in offices or kept in an on-site store. The post is full-time and is based at Spencer House. The Collections Manager is responsible for all day-to-day decisions about the collections but reports to and works under the guidance of the Rothschild Foundation and National Trust curatorial teams based at Waddesdon. In addition, the post holder works closely with the Director of Events and the Director of Property at Spencer House.



A combination of excellent collections management, administrative and project management skills are required for this role.

**Specific Responsibilities:**

- Planning, organising, implementing and supervising the annual maintenance and conservation programme for the State Rooms and the fine art collection during August when the House closes to the public.
- Planning, managing and delivering other conservation and re-decoration projects which may take place throughout the year.
- Managing and administering loans (private and institutional), rehangs and decants in or out of the collection.
- Managing and supervising the team of cleaning subcontractors (State Rooms) ensuring that standards are kept and that they follow preventive conservation procedures.
- Monitoring the collection and the environment in the State Rooms and identifying preventive conservation needs. Managing conservation projects and outside conservators where necessary.
- Putting together the annual CAPEX and expenses budget, including for conservation, for the State Rooms and the collection.
- Producing annual insurance updates for insurers and reporting to lenders.
- Dealing with all collection, photography and photoshoot enquiries including supervision as required.
- Recording, documenting and updating object records and maintaining accurate data in the collections management database.
- Creating and maintaining object files and collection management files.
- Organising and conducting inventories and valuation of the collection.
- Cataloguing the 20<sup>th</sup>-century photographic archive related to the late 20<sup>th</sup>-century restoration of the Spencer House.
- Updating interpretation material after rehangs and producing new material for future projects.
- Organising collection events and series of yearly lectures in conjunction with the curatorial and communication teams at Waddesdon Manor.
- Contribute to written reports to the twice-yearly Academic Committee and Rothschild Foundation Trustee papers.
- Contribute to the formulation and updating of the Disaster Plan for Spencer House, led by the Director of Property.

**Requirements:**

Ability to manage several projects simultaneously and to cope in a busy and demanding environment. Flexibility to respond to requests and enquiries at short notice and willingness to work with colleagues across departments including events, property and security.

**Skills and Experience:**

Essential:

- A qualification in Art History, preferably with a focus on decorative arts.
- At least two years' experience in a collections related role in a museum or historic house.



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- Proven knowledge of collections management standards from object handling and preventive conservation to cataloguing and data entering.
- Experience of handling, moving and packing objects to museum standard.
- Excellent project management and organisational skills.
- Excellent computer skills including experience of using databases to produce detailed and accurate reports and information.
- An excellent eye for detail and an understanding for the need of accuracy.
- Excellent communication and writing skills.
- Willingness to manage and respond to differing demands from other departments.
- Punctuality, flexibility to work long hours if required and a mature approach to work.

Desirable:

- Knowledge of and interest in the history of Spencer House, in particular its most recent history and restoration.
- Knowledge of and interest in the history of British Architecture.
- An understanding of the activities of the Rothschild Foundation and the history of and philanthropic interests of the Rothschild family.
- Experience of managing volunteers.

To apply, please send your CV and covering letter to [RF.HR@rothschildfoundation.org.uk](mailto:RF.HR@rothschildfoundation.org.uk)

Please write **Application for Collections Manager at Spencer House** in the subject.

Closing date for applications is **Sunday 18<sup>th</sup> November 2018** at midnight.

Interviews for this role will take place at **Waddesdon Manor on Tuesday 27<sup>th</sup> November 2018**. On applying, please make sure that you will be available on this date if you are called for an interview. Short listed candidates for first interview will be notified by **Friday 23<sup>rd</sup> November 2018**.