

HOLKHAM

Job description

Collections Co-ordinator

LOCATION	Holkham Hall
REPORTING TO	Archivist
LATERAL RELATIONSHIPS	Housekeepers, Housemen, the Hall team, and the wider Enterprises team

The Holkham Estate

Our vision is to be the UK's most pioneering and sustainable rural estate.

The Holkham Estate extends over 25,000 acres. The land and property-based activities include residential and commercial lettings, property development, arable and vegetable farming, forestry, country sports, an inn, a holiday park, beaches, car parks, admissions, cafes, shops, concerts, and events.

Holkham Hall is home to collections of old master drawings, paintings, works on paper, ancient marbles, sculpture, furniture, porcelain, silver, carpets, tapestries, and historic fabrics. It also has a library of approximately 11,000 books and circa 550 manuscripts and one of the best-preserved private estate archives in the country. Holkham Hall is open three days per week, attracting about 35,000 visitors per year. During the closed season the Hall is transformed from stately home into a spectacularly decorated Christmas Wonderland. It is also used for a variety of private events such as weddings, concerts and as a filming location. It remains the family home of the Earl and Countess of Leicester and their children.

Overall job purpose

To take an active role in the preservation and management of the collections at Holkham Hall within the Collections Team, and work with other specialists from Holkham and elsewhere as required.

To provide guidelines, manage and plan work schedules for the conservation volunteers.

To contribute to the ongoing interpretation of the hall, enhancing the visitor experience, undertaking relevant research to be used in a variety of contexts.

To be the first port of call for any conservation issues and concerns arising within the hall and the collections and seek guidance from the Collections Team.

Job description

The following is intended to provide guidance as to duties, but it is not exhaustive. You will from time to time be required to undertake other activities of a similar nature that fall within your capabilities as directed by management or other members of the Collections Team.

Collections Management (under the guidance of the Collections Team)

- Have primary responsibility for day-to-day management of the collections, to be the first point of call within the hall and respond to any needs as required and seeking guidance from the wider Collections Team where necessary.
- To have a good working knowledge of Qi, the bespoke collections management system, creation of manuals as appropriate, and using the system to record the comprehensive management of the collection and associated activities.
- To respond in a timely fashion to requests from the family and senior management regarding the collections.
- To be the contact for conservators and other collection specialists requiring or requesting access to the collection; supervising visits and responding to questions.
- To answer enquiries and supervise researchers while using the collection as required.
- (Represent the Holkham Estate in meetings and discussions of the Treasure House Housekeeping Forum, Private Houses Curators Group and other such organisations as requested.)
- Assist the Head of Collections with loan requests as required.

Preservation and Conservation Management

- Working on a programme of reactive works and conservation grade cleaning as required
- Working with the Head Housekeeper on a programme of deep cleans across the Hall and recording these on Qi for future reference.
- Working alongside the Head Housekeeper on specific areas of concern and liaising with preferred specialist conversation cleaners when required.
- Working with the Hall Manager and Head of Collections as required on situations that need intensive action, liaising with specialists, senior management and the Earl and Countess of Leicester as necessary.
- Working with the Head of Collections deliver an ongoing programme of condition reports and surveys for the collection for use in-house.
- To manage and prepare timely environmental reports and surveys of the Hall using the Eltek system and tiny tag monitors.
- Assist the Hall Manager in managing appropriate light levels across the Hall and maintaining the blinds policy across the State Rooms and other light-sensitive areas.
- Working with the Facilities Team when any movement of the collection is required within the Hall and between the family's various homes/ accommodation and recording such activities.
- Working closely with the Christmas team on clearing the rooms as required and arranging safe and appropriate storage for the collection. Ensuring that items are rightfully returned in a timely fashion.
- Provide conservation supervision and guidance for any media requests in the Hall, following approved guidelines.

Team and Volunteers

- Working with the Hall Coordinator to jointly manage a group of Hall Conservation Volunteers. This includes planning and recording their programme of works throughout the year, including the management of the volunteer budget and the timely buying of necessary resources and liaising with other members of the Collections Team as necessary.
- Management and supervision of discreet projects to be delivered by volunteers, ensuring appropriate manual handling training and methodology is followed in relation to the collection and collection management.
- Assisting with the training materials for Hall Guides, including the regular review of the Stewards Notes.

Outreach and Collections Research

- Contribute to the further interpretation of the Hall and its contents in print and online as requested.
- Undertake research into aspects of the Hall and collection as directed.
- Research, prepare and write blog articles using the collections, Hall, and family as inspiration.
- Assisting the education team with educational visits.
- Working closely with the Librarian, Head of Collections and Archivist on any requests and supporting where required.
- Undertake any other relevant activities which fall under the general scope of this role as directed by your line manager and Head of Collections.

Personal qualities

- Discrete and trustworthy, reflecting the status of Holkham as a family home.
- Graduate in a subject such as art history, museum studies or conservation.
- Some knowledge & experience of the working in the heritage sector.
- Understanding the importance and priorities of collections care.
- Excellent IT skills & Microsoft Office, with related attention to detail.
- Excellent communication and interpersonal skills.
- Willingness to learn about the collection, to develop and demonstrate research skills and have a desire to share findings on various platforms, specialist talks, articles, blogs.
- High level of manual dexterity.
- Willingness to regularly work at height.
- Confident to work on own initiative and part as a team with ability to adapt plans as necessary.
- A commitment to develop your understanding and to demonstrate the 5 Holkham Behaviors

A full UK driving licence will be required.

Training

You will be required and encouraged to engage in a program of professional development.