



TRINITY COLLEGE CAMBRIDGE

**Further Particulars for the role of
Curator of Collections**

December 2024

Further particulars

Trinity College, founded in 1546 by Henry VIII, is the largest College in the University of Cambridge, with some 730 undergraduates, 350 graduate students, over 190 Fellows and around 350 non-academic staff. With a history that includes Newton and Byron, the College excels academically in the sciences and the arts. It attracts students and scholars from around the globe and provides an environment in which they can flourish. Throughout the College's history, it has amassed a large collection of various forms of artworks, furniture and silver much of which is displayed or in use throughout the College site.

Trinity College owns a diverse and globally significant collection of works of art which are stored and displayed across the estate and placed on loan in museums in Cambridge. There are around 250 paintings including major works by Reynolds, Kneller, Romney and others, as well as a notable collection of panel portraits of the Tudor period. The statue by Roubiliac of Isaac Newton which stands in the Chapel is considered one of the greatest of its time, and this is complemented by a remarkable collection of busts housed in the Wren Library. The Library also cares for a notable collection of artworks ranging from prints by Piranesi and Goya to *livres d'artiste* of Picasso and Wifredo Lam as part of its holdings. A smaller collection of watercolours by Turner and his contemporaries is complemented by a substantial number of portrait drawings of Fellows of the College, assembled over the last century and including works of several well-known artists. There are notable pieces of furniture in many parts of the College, especially the State Rooms of the Master's Lodge. More widely, the College owns major historical materials, including artefacts collected on Captain James Cook's first voyage and Sir Robert Cotton's collection of Roman monuments, alongside other classical antiquities, archaeological artefacts, scientific instruments, coins and medals, all of which are currently placed on long-term loan in museums in Cambridge.

JOB DESCRIPTION

Job Title: Curator of Collections

Reports to: Librarian

Purpose of role

This is a new role to provide curatorial advice and support to the College for its works of art and historical artefacts over the course of the next three years. It is expected that a systematic inventory of the College's collections will be produced, covering the artworks in the College as well as heritage assets on deposit in the museums of the University, using appropriate descriptive standards and a suitable software package.

This fixed-term position will also provide an opportunity for the Curator to develop plans for enhancement of the collections through negotiating donations, loans and purchases. The Curator will work most closely with the Librarian as Responsible College Officer, but will also liaise with members of the Memorials and Collections Committee, which makes recommendations to the College Council concerning the care and acquisition of works of art. There is an expectation that the post-holder will be professionally engaged and involved in the wider network of museums/galleries in Cambridge or further afield.

Key Responsibilities

1. To produce an inventory of all cultural heritage objects by format (paintings, drawings, sculpture, works of fine art, furniture and historical artefacts) giving accurate descriptions, dimensions, location, and provenance where known.
2. To import existing data (mainly on the collection of oil paintings) into an electronic database, with selected elements to be fully searchable by members of the College community and those external to it.
3. To transfer information from existing paper catalogues to the online catalogue and to adapt and improve the contents where necessary.
4. To develop plans for enhancing the current display of artwork around the College through the negotiation of temporary loans from other institutions, as well as making suggestions to the Memorials Committee for potential investment purchases.
5. To improve the accessibility and interpretation around the College's artworks, making them more present within the institution through outreach, events and display.
6. To accession and catalogue any donations of new artworks received and to assist the Alumni Relations and Development Office with any potential fundraising opportunities around such donations.
7. To advise the Memorials Committee on the provenance of any potential donation to ensure due diligence is in place.

8. To liaise with other University institutions, including the Fitzwilliam Museum, Museum of Archaeology and Anthropology and the Whipple Museum of the History of Science, regarding the care and management of works owned by the College and placed on long-term deposit with these institutions.
9. To incorporate digital images of assets where appropriate to aid with description and identification, or to create record photography of artefacts or scanning of existing photography or documentation pertaining to collections.
10. To answer enquiries about all aspects of the College's art collections in person and in writing.
11. Where appropriate, to facilitate access by researchers to cultural heritage objects around the College, liaising with room occupants as required.
12. To liaise with the Digital Services manager regarding supply and licensing of images of the College's artworks.
13. To observe the condition of works when cataloguing them and raising any items requiring immediate attention to the Librarian.
14. To liaise with the Sub-Librarian, who acts as the Registrar, regarding any potential loans of items to external exhibitions.
15. To oversee the current display of artworks around the College site.
16. To develop a programme of stock-checking and organising spot-checks of private locations within the College to check the presence and condition of heritage assets.

Person Specification

Essential:

Qualifications

Good honours degree in History of Art or a relevant subject

Knowledge and experience

At least two years of relevant curatorial experience

An understanding of the principles of making an inventory

Competence in cataloguing to ISAD(G) and related standards

Use of an automated museum/archival cataloguing system

Familiarity with collection care, conservation and security issues

Ability to engage audiences with art/heritage objects

An understanding of issues surrounding copyright, GDPR and other access restrictions

Excellent IT skills including MS Office and familiarity with specialist software packages

Personal characteristics

Excellent written and verbal communication skills

Excellent organisational skills and self-motivating attitude

Flexible and innovative approach to problem-solving

Ability and willingness to learn new skills and enhance existing skills

Discretion when dealing with sensitive information or working in private residences

Ability to work as part of a wider team and confidence to work independently using own initiative

Desirable:

Knowledge and experience

A postgraduate qualification in museum studies/curation

Experience of dealing with the public, in person and via telephone, letter and email

Employment Details

Rate of Pay:	£33,951 per annum.
Duration:	Three years (fixed-term appointment)
Probationary period:	6 months
Hours:	The hours of work will be 36.25 per week, on weekdays from 8.45am to 5.15pm with a break of 1¼h for lunch.
Holiday:	25 working days plus 8 public holidays.
Meals:	Free lunch is provided for staff whose duties cover this period, when working in College
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	Membership of free health care and dental care schemes are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Cycle to work Scheme	A tax-free benefit allowing you to spread the cost of a new bike, either pedal or e-bike, and equipment, over 12 months, maximum limits apply, after successful completion of the probationary period.
Employee Assistance:	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7. This is a free and confidential telephone and web based information and support service providing staff with access to professional consultants and counsellors
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offers regular outings to places of interest, and organises functions including a Christmas event.
Childcare:	Access to a workplace nursery, subject to places being available.
College Punts:	Use of College punts at a subsidised rate.
Access to College:	The College is unable to provide parking on site. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. Many members of staff cycle to work and the College may be able to provide covered cycle parking.

To apply

Applicants should complete the College application form setting out why you have applied for this role, with a supporting statement of how you meet the requirements of the post. Completed application forms should be returned to jobvacancies@trin.cam.ac.uk.

The closing date for completed applications is midnight on Sunday 12 January 2025. Interviews will take place on the afternoon of Tuesday 28 January 2025.