

# Candidate Pack

## Director of Collections and Research

June 2023 | Reference: EBJOA



# WELCOME

---

In 1897, Sir Richard and Lady Wallace gifted their exquisite collection to the British Nation so that it could be admired and appreciated by all, and the newly refurbished Wallace Collection on Manchester Square opened its doors to visitors in 1900. Since then, the museum has stood out internationally as for the incredible diversity and quality of its collection. From Moghul daggers to Fragonard's celebrated painting, *The Swing*, the breadth and scope of the works at Hertford House is breathtaking, and provides endless exciting opportunities for research, display and programming.

Since 2018, we have been able to deliver world class exhibitions in our new temporary exhibition space and more importantly, since 2019, we have been able to lend the collection, thereby establishing new partnerships with leading museums worldwide. Alongside these new developments, of course, sits the Wallace Collection's long tradition of scholarly research and major cataloguing projects.



Now we are about to embark on a Masterplan that will seek to address all aspects of how Hertford House is used by our public. At the heart of the project will be reconsidering some areas of display, namely the ground floor galleries which comprises distinguished and extraordinary groups of arms and armour and Medieval and Renaissance works of art. It is a great moment to join the Wallace Collection team as we build a thriving team of curators, conservators, researchers and exhibition professionals. We are looking for a proactive and energetic individual with a passion for the Collection and the strategic capability to support the change necessary as we move forward into an exciting new phase for the museum. I look forward to hearing from you.

Dr Xavier Bray  
Director



# 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, before the pandemic, we attracted over 450,000 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 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

---

The Director of Collections and Research will be responsible for managing the Curatorial, Conservation/ Collection Care and Exhibitions teams as well as the Library and Archive. Leading by example, the role will foster excellence amongst their team and support collegiate relationships between departments across the institution.

The post-holder will be a highly skilled administrator and manager. An understanding and appreciation of the breadth of the Wallace Collection's holdings is crucial, and the post-holder will be able to confidently represent all artistic disciplines across the Collection. Working collaboratively with the Senior Management Team and supporting the Director, the role will help to set the strategic direction of these departments as laid out in the museum's strategic plan 2022 – 2025.

The Wallace Collection is preparing to embark upon a capital transformation project, and the Director of Collections and Research will assist and advise in every stage of this project – from conception to implementation – ensuring that the Collection's strategic aims are reflected in the plans through world-class display.

Along with the Director and other members of SMT, this role will play a key role in reporting and liaising with our principal funder – the Department for Digital, Media, Culture and Sport – and the Board of Trustees, as well as the wider museum and cultural sector.

This role will also be responsible for making key appointments within the Curatorial and Research area of the Collection.

This role reports to the Director of the Wallace Collection and is a member of the Senior Management Team (other members include the Director of Finance and Resources and the Director of Development and Audiences).



# ROLE DESCRIPTION

---

## **Strategy and Leadership**

- With the Director and SMT, develop strategy, set standards and monitor progress against agreed targets for the work of Collection Care, Conservation, Curatorial, Exhibitions and the Library and Archive, in line with the Collection's overall aims and strategic priorities.
- Participate fully in every stage of the Collection's upcoming capital transformation project, including initial design, fundraising and implement the Collection's overall strategic plan, recommending changes and updating of the plan when needed.
- Champion a culture of strong teamwork, effective communication and commitment to the Collection's vision and mission, by building excellent two-way lines of communication with and between managers and staff teams. Inspire and motivate teams to achieve and maintain high levels of excellence.
- Support the Director with the delivery of an ambitious and innovative programme of exhibitions and displays and ensure that the departments under his or her directorate contribute effectively to the development of exhibition and learning programmes.

## **Collection Care and Conservation**

- Work closely with the Conservation and Collections Care colleagues to ensure that the Museum's collections are cared for and managed to the highest standards.
- Make sure that all appropriate measures are in place for the long-term care and conservation of the Collection and will also be responsible for ensuring the integration of the relevant departmental functions and promoting collaboration between them.

## **Curatorial and Research**

- In collaboration with the Director, provide strategic leadership to the overall planning of research programmes and working closely with colleagues across the museum, establish a programme of research with defined outcomes in terms of display, learning, exhibitions, publications, digital content and other methods of dissemination.
- Work in close collaboration with Learning and Communications to ensure research outcomes are relevant to today's audience and continually improve the presentation of the Collection by creative and intelligent rehangs and installations based on these outcomes.
- Alongside the Director, liaise with colleagues and relevant external bodies to ensure appropriate representation, dissemination of information and maximisation of research opportunities.

**Financial**

- Work closely with the Director and the Director of Development and Audiences to fundraise for major projects, including research and conservation projects, exhibitions and capital works. Develop excellent relationships with donors and inspire supporters with passionate communication about all areas of the Collection.
- Collaborate with the Director of Finance and Resources; oversee departmental budgets and create a culture of financial discipline; support and contribute to the commercial ambitions of the Collection (venue hire, retail, exhibitions, and others).

**Library and Archive**

- Create a comprehensive strategy for the future of the Library and Archive at the Wallace Collection, with an emphasis on completing cataloguing projects and digitisation.

**Management Responsibilities**

The Director of Collections and Research has direct responsibility and accountability for the following Departments (which may vary as organisational structure and Strategic Aims require):

- Conservation and Collection Care
- Curatorial
- Exhibitions
- Library and Archive

An essential part of the role's management responsibilities will be to carry out annual reviews, support career development planning, and ensure effective succession planning is in place. The post-holder will be required to understand and engage with organisational tools at their disposal for the effective management of people.

Working in collaboration with the Director, the Senior Management Team and the relevant Heads of Department, the Director of Collections and Research will be responsible for the successful performance of each function and for its contribution to meet the museum's Strategic Aims. The post-holder will be required to present and make recommendations to the Board of Trustees (who have overall responsibility for ensuring the safekeeping and preservation of the Collection for the nation) and other high-level stake holders, including DCMS, the museum's principal funder and regulator.

# PERSON SPECIFICATION

---

The successful candidate will have an excellent knowledge of and extensive experience in the Museum sector, particularly on an administrative and operational side. They will preferably come from a Curatorial, Conservation, Collection Care or Exhibitions background, although the Collection is open to receiving applications from other areas of museum management. They will have an international reputation in their field and have substantial experience in leadership of key Collections functions.

They will have a flexible, pragmatic approach to work, be a keen problem solver, and be proactive and confident working with colleagues across all levels of the institution. They will have excellent planning and organisational skills with the ability to work to tight deadlines, build and manage specialist teams, along with freelancers, resources, and prioritize correctly and in line with the wider goals of the Wallace Collection.

The successful candidate will need a commitment to driving change and ensuring continued improvement as the post holder will be required to shape this new role proactively as the position and departments develop.

They will act in every way so as to preserve and enhance the Collection's reputation in all areas of its work and to be fully committed to openness and transparency in all its dealings. The role will contribute to the Collection's Equality, Diversity and Inclusion Working Group, and help ensure positive and proactive outcomes from the group's recommendations.

Key Person specifications:

- Knowledge of and/ or experience of working in the museum sector
- Proven experience of strategy development
- Demonstrable ability to drive innovation and deliver transformational change
- Strong leadership and management skills, with the ability to motivate people while achieving ambitious aims
- An excellent and inspiring communicator
- A proven record of scholarly achievements, in a relevant field.



# TERMS OF APPOINTMENT

---

The salary for this role is between £70,000 and £80,000 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.



# HOW TO APPLY

---

Saxton Bampfylde Ltd is acting as an employment agency advisor to The Wallace Collection on this appointment.

Candidates should apply for this role through our website at <https://www.saxbam.com/candidate-opportunities/> using code EBJOA.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

The closing date for applications is noon on **Monday 24<sup>th</sup> July 2023**.

*\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

#### GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.





# Saxton Bampfylde

## LONDON

9 Savoy Street

London WC2E 7EG

## EDINBURGH

46 Melville Street

Edinburgh EH3 7HF

[saxbam.com](http://saxbam.com)

Partners in **Panorama** - Search around the world

[panorama-leadership.com](http://panorama-leadership.com)



THE  
WALLACE  
COLLECTION