

Candidate Pack

Curatorial Assistant, Metalwork

Full Time, 40 hrs per week

Permanent Contract



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 attract over 500,000 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:

- 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 Wallace Collection houses one of the most important and diverse collections of metalwork in the United Kingdom. This includes Arms and Armour from Europe, Asia, Africa and the Ottoman world plus a range of intricately-crafted objects, from Augsburg silver to Asante gold. The role of the **Curatorial Assistant, Metalwork** will be to oversee, interpret and draw connections across this important part of the collection in collaboration with colleagues in the Curatorial, Collections and Learning teams. Working closely with the objects, they will advise over conservation and display and play an active role in researching and cataloguing the wide variety of metalwork objects in the collection.

The role forms part of the Curatorial Team and is managed by the Curator of Decorative Arts with whom the postholder will work closely. They will have direct involvement in and responsibility for activities connected with the care and presentation of metalwork in the collection and will carry out a wide range of day-to-day duties in the museum. It is expected that the postholder will develop curatorial expertise in the care, documentation, research, presentation and interpretation of the metalwork collections at the Wallace Collection, particularly in the field of Arms and Armour, so there will be opportunity for development within the role. They will work collaboratively with other colleagues over the redisplay and representation of the collection as part of the Wallace Collection Masterplan.



Role description

General

- Undertake regular surveys of the collection and the cleaning of cases, especially in the Armouries, in collaboration with other members of the Curatorial and Collection Care departments and ensure checks on the galleries are completed appropriately.
- Assist with object moves in the galleries, temporary exhibition and display change-overs, object photography and filming in the galleries.
- Undertaking research into the collection; writing and formatting labels for Arms and Armour and other metalwork objects when necessary, in consultation with other curators as well as external specialists in Arms and Armour.
- Contribute to the exhibition and display programme by curating displays and writing interpretation material.
- Support the Curatorial team in both fine and decorative arts when required.
- Provide advice to the Loans Committee on requests for loans to external exhibitions; act as a courier for loans and conservation when required.
- Maintain up-to-date and well-ordered object files.
- Ensure that CMS records are kept up to date, and ensure that relevant changes to CMS are reflected in gallery labels, on the website and on the Bloomberg app.
- Support Learning and Communications with the creation of digital content for the Wallace Collection.
- Monitor the Collections email – discarding, responding or forwarding onto to colleagues as appropriate.
- Contribute to the public programme by giving talks and teaching on courses, and when necessary, to the museum's social media and communications programme.
- Assist with evening events as required (presence at commercial events attracts overtime payments).
- Work with the Development Department to support their efforts, including giving occasional talks and tours.
- Liaise with peers in regional and national museums as well as international museums; participate in relevant networks.
- Assist with the planning of scholarly conferences and study days associated with the permanent collection or temporary exhibitions and displays.

Person specification

Essential

- A demonstrable interest in Arms and Armour, Decorative and Fine Arts.
- Experience in handling and moving works of art with care and sensitivity to their physical properties.
- Excellent written and oral skills.
- Demonstrable organisational skills, the ability to multi-task and work as part of a small team.
- Excellent IT skills, including advanced level Microsoft Word; intermediate level Microsoft Excel, Outlook, PowerPoint and Adobe Photoshop (or similar photo editing programme). Knowledge of Sketch-Up would be an advantage.
- Flexibility and the ability to balance a busy work-load with a number of given projects and deadlines.
- A solid understanding of the principles of collections care and museum environments.
- A high level of self-motivation and meticulous attention to detail.
- The ability to communicate well with people, including Collection staff, visiting scholars, outside contractors and members of the public.
- Actively seek to promote equality of opportunity in relation to the duties of the post in alignment with the Wallace Collections values.

Desirable

- A post-graduate degree in art history, or a related subject or equivalent experience.
- Enthusiasm and passion for the Wallace Collection.



Salary, benefits and working hours

The salary for this role is between £30,800 and £31,500 per annum dependent on skills and experience.

Holiday Entitlement

The post-holder will receive **25** days paid annual leave **plus bank holidays** and **2.5 'privilege' days**.

Employees are also offered the following benefits:

- **Membership of an Occupational Pension Scheme**
Alpha – a defined benefit occupational pension scheme (28.97%)
Partnership pension account - a stakeholder pension
- **Interest free loans after six months satisfactory service:**
Interest free season ticket loan
Cycle to work loan
- **Eye Tests**
- **Occupational Health Service**
- **Annual Flu Jab**
- **Employee Assistance Programme**
Services available 24/7 and 365 days per year to all employees
Free therapy service of up to six sessions per issue, per year (each session lasts 45-50 minutes)
- **Access to Mental Health First Aiders**
- **Parental Leave**
- **Training and Development Opportunities**

For this post, the normal working week is a five-day week, Monday to Friday. The normal working day will be 09.00 to 17.00. However, some flexibility will be expected to allow for occasional early morning, evening and weekend work to complete object moves and redispays.

How to apply

Please complete the Application Form, and the Equal Opportunities Monitoring Form, following the links provided on our website. 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 **04/10/2026**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on week commencing, **12/10/2026**. 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: As soon as possible

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.



