



Role Profile

Job Title: Curator	
Managed by: Senior Curator, Decorative Arts	
Department(s): Collection	Location: Waddesdon Manor
Salary: £40,000 - £42,000 per annum	Contract Type: Permanent, Full-time
Hours: A minimum of 37.5 hours per week (exclusive of breaks) Monday to Friday. Occasional weekend and evening work will be required, for which time will be taken in lieu.	

The Role:

We are seeking a Curator to be an integral part of the Collection team at [Waddesdon Manor | A French Renaissance-style château](#).

Waddesdon Manor is an historic house open to the public. Created by Baron Ferdinand de Rothschild from 1874, it is home to the Rothschild Collection and was bequeathed to the National Trust in 1957. Today is managed by a Rothschild charitable trust, The Rothschild Foundation on behalf of the National Trust. It currently welcomes around 350,000 visitors a year, just over a third of whom visit the house. The Collection is exceptionally rich in fine and decorative arts of the 18th century, including English 18th-century portraits, French 18th-century furniture and porcelain, drawings and works on paper, textiles, 16th and 17th-century objets d'art, Dutch Golden Age painting, sculpture (including a small contemporary collection), books and bindings, manuscripts and metalwork. The collection is displayed within original 19th-century interiors, many incorporating 18th-century French panelling.

The Collection Department is responsible for the care of and access to, research and interpretation of the contents of the House, the sculpture in the Gardens and the historic paper and photographic archive. There is an annual exhibition programme and the management of a gallery space at the Stables, an Image Library and an Archive at Windmill Hill. The team works closely with other departments including Visitor Services, Learning, Marketing and Communications, Gardens, and Public Events.

What you will do:

As a member of the curatorial team, you will be responsible for researching, understanding and communicating the Collections and their histories to connect visitors, wider audiences and communities to Waddesdon. You will participate in an ambitious and inclusive permanent display and exhibitions programme, and will work closely with the Senior Curator, Senior Collections Manager and other colleagues to plan and deliver the strategy for care, access and engagement for the Collections. You will contribute to the efficient running of the Collections Department, creating a sense of common purpose, encouraging innovative thinking and best practice and working within the line management structure to support junior and senior colleagues and the day-to-day running of the department. You will participate in the wider strategy for Waddesdon and the RF as a whole and the representation of the Collections within it so that learning and skills are valued and Waddesdon's curatorial work is recognized as an exemplar of excellence both nationally and internationally. You will work with a wide range of other departments and with external stakeholders and advisors and require good people and communication skills.

The role profile outlines the key responsibilities and duties of the post-holder but it is not exhaustive and you will be expected to undertake other reasonable duties within the remit of the post and which arise out of changes to legislation, regulations or working practices or methods from time to time.

Key responsibilities include but not limited to:

Access to the Collections

- Become familiar with the whole Collection and develop research interests in specific areas which complement the existing curatorial skill set. Aspects of the Collection which would benefit from particular focus include but are not limited to paintings (Dutch 17C paintings in particular), textiles, photographs, prints and drawings, books and sculpture)
- Undertake research as directed and lecture and publish on the history of Waddesdon and its collections and your personal research interests
- Participate in the planning and delivery of exhibitions, projects and permanent displays, leading on these as appropriate
- Help to develop, manage and deliver interpretation about the Collection in various forms (print and digital) and work with the curatorial and visitor services team to ensure that it is engaging and inclusive to a wide range of audiences
- Lead and participate in events and activities arranged by the Department and visits by groups and individuals to Waddesdon
- Work closely with the Education and Learning teams on the preparation of content for teaching and activities and with the Public Events teams on curatorial content as appropriate, for example for the Christmas displays

- Manage and undertake cataloguing projects on the Collections data base, working with the Collections Management and Archive and Records teams, including checking for duplicate records and for missing or inaccurate data
- Identify and prepare digital content for publication on the website, working with curators and the Marketing Dept
- Assist with the development of online programmes including digital exhibitions and social media content
- Participate in responding to enquiries about the Collections, taking action or responding as appropriate and keeping a record of responses
- Represent Waddesdon and its collections externally as appropriate

Collections Management and Care

- Support the Curatorial and Collections Management teams with maintenance of information about the Collection (analogue and digital). Ensure Object, Project and Research files are kept up to date and information is transferred appropriately to relevant locations. Support the department with digital filing including transfer of files to Sharepoint
- Assist with new acquisitions, loans and Collections Management team processes including Due Diligence checks
- Support the administration of the Library to ensure that it is orderly and accessible. Ensure bibliographic citations and general bibliography about Collections, Archives and research are maintained and updated
- Assist with and manage surveys of the Collections, including condition surveys and inventory work
- Support and contribute to Collections Dept and other meetings including preparation of agendas and minutes where necessary

Working Relationships

- Develop good working relationships with all Heads of Department and Line Managers.
- Work closely with visitor-facing departments to ensure staff are knowledgeable and understanding of the Collections and visitors needs
- Work closely with the Marketing and Communications Departments to provide information for press releases, blogs and various communications as necessary and support press days and presentations
- Assist with the delivery of training for front-of-house teams
- Participate in Disaster Management training
- Support the management of the work of interns and work experience candidates in the Department and participate in devising and delivering training programmes such as the Pathways Programme as appropriate, working closely with Human Resources

- Oversee the activity of any volunteers, as appropriate
- Build your own professional development and Waddesdon's network through attendance at events, courses and conferences as relevant

General

- Champion equality, diversity and inclusion in all aspects of the role
- Participate in Waddesdon and the RF's sustainability agenda, considering this in all aspects of your work
- Adhere to all RF policies and procedures, and develop an understanding of them to support more junior staff
- Participate in staff and training activities
- Work collaboratively, respectfully and professionally with all colleagues and volunteers and work in a fair and reasonable manner
- Undertake other duties commensurate with the post as required
- Deputize for the Senior Curator and other senior team members as required

You will be a great fit if:

You have a relevant Undergraduate degree and 2-3 years' experience in a museum, gallery, or historic house. You enjoy sharing your knowledge with colleagues, volunteers, researchers, and the public, with the ability to help with exhibitions, projects, and permanent displays.

You'll become familiar with the Collection as a whole and develop research interests in specific areas. It is therefore important that your research and communication skills are well-developed so you're able to lecture and publish on Waddesdon's history.

Your areas of knowledge and expertise that matter for this role:

Essential

- 2-3 years of curatorial or relevant experience in a museum, gallery, historic house or similar
- Area of interest or expertise in one or more area of the Collections
- Undergraduate or post-graduate qualification in an appropriate subject, or equivalent
- Evidence of research skills and/or publishing or lecturing
- Excellent organisational, time management and record keeping skills
- Good IT skills
- Good communication skills with both internal and external stakeholders
- Able to work flexibly, collaboratively and independently
- Good team player

Desirable

- Spoken or reading knowledge of a European language, ideally French or German
- Familiarity with collections management databases and structures
- Friendly and outgoing approach

Additional requirements:

The safety and wellbeing of children, young people, and vulnerable adults are of the utmost importance for any role at the Rothschild Foundation, Waddesdon Manor. Consequently this position may require a basic or enhanced Disclosure and Barring Service (DBS) check to uphold the safety and security of all our guests, staff and volunteers.

Rewards for working with us:

- We are proud of where we work and want to share Waddesdon Manor with family and friends by offering a number of complimentary tickets to the house and grounds.
- **Waddesdon Discounts** – 50% discount in the food-to-go outlets at the Manor. 20% in the Manor gift shop and restaurant, Stables Café, Five Arrows Hotel, and The Bow Pub. 20% discount on special event tickets made available to staff.
- **Staff Card** - A National Trust staff card entitles two adults and children under 18 years of age free admission to all National Trust properties and 20% discount in NT retail and catering outlets.
- **Annual Leave** - On starting with us, you will receive 25 days annual leave per year plus 8 public holidays pro-rata. Stay with us for 3 years and this rises to 28 days, 30 days after five years and 32 days after 10 years.
- **Sick pay** - If you become ill, one week of sick pay during your first 3 months. This rises to a maximum of 3 months full pay within a rolling 12-month period. After four years you also receive a further 3 months at half pay in the rolling 12-month period.
- **Pension** - We will top up your pension by matching any contribution you make, up to 10% of your basic salary.
- **Income Protection** – on completing one year of continuous service, income protection may be available at 50% of basic salary for a maximum of 5 years.
- **Life Assurance** – a lump sum of 4 times basically annual salary is payable upon death in service.
- **Flexible & Hybrid Working** – we encourage departments to manage their own way of working to suit the workload and nature of the work. We recommend a minimum of 3 days a week on-site.
- **Long Service Awards** – every 5 years of service, you are invited to a celebration to recognise your contribution to the organisation. A cash sum is awarded as a thank you.
- **Mental Health and Wellbeing Support** – access to a wellbeing platform and fully funded 1:1 counselling service.
- **Enhanced Maternity Pay** – after 12 months of continuous service, you can choose 13 weeks of maternity leave at full pay followed by 26 weeks statutory pay.

- **Enhanced Paternity Pay** – after 12 months of continuous service, you may take 3 months of paternity leave at full pay.
- **Eye Care** – eye care vouchers for employees who are DSE users.
- **Flu Jabs** – free flu jabs in October.
- **Travel** – Cycle to Work Scheme, Season Ticket Loan for train or bus, Octopus Electric Vehicle Scheme.
- **Deposit Loan Scheme** – financial support to go towards a private rental deposit.
- **Access to Perk at Work** – access to exclusive discounts from hundreds of retailers, and up to 55% off cinema tickets.
- **Memberships** – 20% discount on new Nuffield gym memberships. 15% off Hartwell Spa Memberships and treatments, and 15% off food in the restaurant.

Workplace adjustments:

We work closely with employees to help them work at their best, including making adjustments such as flexible working, compressed hours, providing equipment or changes to the workplace, where possible.

EDI

At the Rothschild Foundation, we place Equality, Inclusion and Diversity at the core of our values. We strive to be an organisation that actively addresses inequality and prejudice while fostering a truly anti-racist culture. Our approach is centered on meaningful and equitable support and development for you and others throughout your time with us. We are committed to providing an environment free from discrimination, where every team member feels valued, respected and has a true sense of belonging.

Application:

The vacancy advert may be taken down from job boards earlier than the stated deadline if a high standard of applications is received.

We welcome applications from everyone and particularly encourage applications from people from an ethnic minority background, and people with a disability to help us achieve a balanced representation in our workforce, especially at senior grades.

To reduce bias in our shortlisting process, we operate an anonymized application process.

All candidates invited to interview have the opportunity to request adjustments to the recruitment process when scheduling your interview, for example accessible parking, communication support or breaks.

To apply, **please send a current CV and covering letter** explaining how your experience and skills match those outlined above to application@waddesdon.org.uk.

Closing Date: midnight, Thursday 22 January 2026

Interview Date: w/c 2 February 2026

If you apply for this role and are selected to interview, here is what you can expect:

- Round 1: In-person interview on either 2 or 4 February 2026
- Round 2: In-person interview on either 9 or 10 February 2026