

**POST OF RICK MATHER CURATORIAL AND CATALOGUING TRAINEE  
AT SIR JOHN SOANE'S MUSEUM, LIBRARY DEPARTMENT**

Fixed-term 24-month contract (full time)  
To start no sooner than Monday 29 September 2025

Salary: £25,500 per annum

**Background**

Sir John Soane's Museum was the home of the great Regency architect Sir John Soane (1753-1837), and it displays his collection of antiquities, furniture, models and paintings, arranged as they were at the time of his death. In addition, it preserves his collection of over 30,000 architectural drawings and a fine library of over 7,000 volumes. It has been described as the 'supreme example of the house-museum in the world' and remains an iconic inspiration for architects, artists and designers.

As a national museum, we are committed to being a source of knowledge and inspiration. Through our unique context of being the former home of a great architect, collector and educator, we aim to stimulate the world's highest standards of creativity, research and learning.

The Library Department team (the Archivist and Head of Library Services, the Curator of Drawings and Books, and the Library Curatorial Assistant) are responsible for cataloguing Soane's collection of drawings, books and archives, making them available to scholars by appointment in the Research Library and answering enquiries from members of the public and other members of staff. They also help the Exhibitions department with the selection and interpretation of items from the collection for exhibitions and assist with the installation and de-installation of temporary exhibitions in the Museum's exhibition galleries. They participate in the programme of public and commercial tours of the Museum. Lastly, they act as couriers when items from the collection are lent to exhibitions at external venues.

The opportunity is for a full-time, two-year fixed-term contract at a salary of £25,500 per annum. The successful applicant will work Mondays to Fridays, 7 hours per day + 1 hour lunchbreak (core hours 10.00-16.00). They will be entitled to 26½ days annual leave. They will also be required to undertake occasional evening and weekend duties. Time off is given in lieu of any overtime.

The post holder will be entitled to join the Civil Service Pension Scheme. Further information will be available to the successful candidate

**Key Responsibilities**

- Cataloguing some 1,530 architectural and interior decorative drawings from the office of Sir John Soane for online publication. These drawings were made for a variety of projects including public buildings, churches, monuments and mausolea, townhouses, country houses and estate buildings.
- Presenting findings in talks and public tours.
- Experience of handling a variety of different art media.

- Supervising in the Research Library approximately one day per week. This will allow the development of a familiarity with the workings of a specialist art-historical library.
- Exhibition projects – there will be exciting exhibitions taking place at Sir John Soane’s Museum during the post-holder’s tenure and there is potential for them to assist the Curator of Drawings and Books with exhibitions preparation.
- Assist with the installation and de-installation of exhibitions in the Museum’s two temporary exhibition spaces.
- Training in loan preparation and couriership.
- Join the rota to give public tours of the Museum.

Training and mentorship will be provided throughout the project by Frances Sands, Curator of Drawings and Books, and the post-holder will report to Sue Palmer, Archivist and Head of Library Services.

### **Person specification**

#### **Essential**

- A degree and/or postgraduate degree in a relevant subject
- Demonstrable interest in the architecture of Georgian Britain
- A keen eye for detail
- The ability to work accurately and methodically
- Proficient use of IT

#### **Desirable**

- Familiarity with Sir John Soane’s Museum and its collections
- A good architectural vocabulary or the willingness to develop it
- Ability to ‘read’ architectural drawings

### **Application procedure**

Applications in the form of a curriculum vitae and supporting letter, together with the names and addresses of two referees, should be sent to [recruitment@soane.org.uk](mailto:recruitment@soane.org.uk)

The closing date for applications is midday on Monday 11 August 2025.

Interviews will be held at Sir John Soane’s Museum on Tuesday 19 August 2025.

This post is generously funded by the Rick Mather David Scrase Foundation.

The Museum is an Equal Opportunities Employer, committed to equity, diversity and inclusion and welcomes applications from all backgrounds.

Website: [www.soane.org](http://www.soane.org)

Sir John Soane’s Museum is a Non-Departmental Public Body (NDPB) whose sponsor is the Department for Culture, Media and Sport.