



THE ATTINGHAM TRUST
FOR THE STUDY OF HISTORIC HOUSES AND COLLECTIONS
CELEBRATING 70 YEARS

**THE ATTINGHAM SUMMER SCHOOL
CO-ORDINATOR (FREELANCE)**

Working closely with the co-directors of the Summer School, the Co-ordinator is responsible for the successful planning and delivery of the non-academic elements of this residential programme, including travel, accommodation, budgeting and administration.

Background: The Attingham Summer School (www.attinghamtrust.org)

The Attingham Summer School for the study of historic houses and collections has enjoyed outstanding success since its foundation in 1952. It is highly regarded by museums, universities and historic preservation societies throughout the world for the quality of its programmes and for the opportunities it provides to discuss issues surrounding the care, display and interpretation of historic buildings and their collections.

An annual fixture, the Summer School takes place at the end of June/beginning of July and runs for approximately 16-18 days. It is based in three different locations in the UK, allowing unrivalled opportunities to examine the architectural and social history of approximately 25 country houses with their gardens and landscape settings, to study their historic interiors and collections of fine and decorative art, and to stimulate debate on all matters that relate to their care, presentation and conservation. Lecturers and tutors of the highest reputation join the course to develop an understanding of all these subjects.

Course members come from all over the world to attend the residential course, many of them funded by their employers or supported by scholarships funded by The Attingham Trust, The American Friends of Attingham and other institutions and foundations. Their professional backgrounds range from curatorship and conservation to teaching, research, design, interpretation, marketing and audience development in the heritage sectors.

The co-directors of the Summer School are David Adshead and Tessa Wild. They are responsible for planning the annual programme of study, selecting the historic properties to be visited and the lecturers and tutors. The role of the Co-ordinator is to assist the directors in all aspects of the administration and delivery of the programme and to co-ordinate the promotion of the course.

The Post of Summer School Co-ordinator

This is a freelance post, and would suit someone who has experience of working in the travel or events business, preferably in the arts sector. Whilst there is flexibility throughout most of the year, full attendance is required for the entire Summer School (late June/first half of July) and the days immediately before and afterwards are also busy. The other crucial times of the year are late September/early October for budgeting and late-January/February when the applications for the course are received and members are selected. A couple of short recces with the directors often take place in the autumn or early spring. Attendance at various meetings in London from time to time is also required. It is estimated that the time commitment on an annual basis might amount to an average of 12-14 hours per week.

The Co-ordinator will work with and report to the co-directors of the Summer School, and the key responsibility is to ensure the successful planning and delivery of all the non-academic elements of this residential course. The aim is to provide a seamless experience of the highest quality for the scholars attending the course, and to maintain the high reputation of the Attingham Trust within the heritage education sector.

Post requirements

The ideal candidate is likely to have experience of the travel or events business, preferably within the arts sector, and should demonstrate a keen interest in historic buildings, gardens and collections. In addition, they should:

- Be able to demonstrate excellent organisational and administrative skills
- Have excellent IT skills, including a familiarity with virtual conferencing software, Webinar, Excel and Powerpoint
- Have an ability to communicate and engage with a diverse range of people at all levels in varied circumstances, in both formal and informal situations
- Be pro-active and self-motivated
- Work comfortable in a small team
- Be able to work efficiently under pressure and deal with unexpected events and situations
- Be a car driver (clean licence), with a willingness to travel independently or with colleagues
- Have experience of book-keeping and basic accountancy
- Know how to work with a budget, how to put a budget together and how to keep a project within budget
- Know how to keep good financial records

- Demonstrate an excellent command of written English, and the ability to write in a fluent and courteous manner
- Be able to work and think flexibly
- Be enthusiastic about Attingham and its mission and willing to help promote The Attingham Trust, its programmes and events, both in-person and through social media.

Responsibilities

The duties of the Co-ordinator during the year include:

1. *During the months before the course:*
 - Helping to arrange and attend the pre-course recce(s) with the co-directors to plan visits to historic properties and assess accommodation and catering options
 - Booking visits and meals as required in liaison with the co-directors
 - Researching and arranging all transport for the participants for the duration of the course with suitable coach companies, rail services etc.
 - Arranging residential accommodation in three locations in the UK for the participating scholars, staff and occasional visitors, including meals, lecture rooms and seamless IT provision
 - Working with the financial accountant of The Attingham Trust in the preparation and execution of the established budget for the course and deal with all financial matters, invoices etc.
 - Receiving and processing all non-US applications for distribution in advance to the Scholarship Committee for the selection of candidates for the course (closing date end of January/beginning of February each year). Attending the Selection meeting in February. Writing to all non-US applicants re the decisions of the Committee.
 - Preparing guidance notes and course information packs for the participants.
 - Establishing contact with all non-US scholars to ensure that each individual is provided with full details of the course, and individual requirements and queries are met and responded to as far as reasonably possible.
 - Liaison with the American Friends of Attingham Administrator over the requirements of US participants on the course and any US visitors.
 - Preparing and sending out contracts for the lecturers and tutors with programme and member list.

2. *During the Summer School:*

- Being fully present throughout the course and ensuring the successful administration of the programme on a daily basis.
- Supervising daily travel and meal arrangements.
- Dealing with all invoices and payments, in discussion with the financial accountant.
- Dealing with any unexpected practical matters that may arise.
- Collecting feedback forms from all participants at the end of the course

3. *After the Course:*

- Completing all financial matters relating to the course and providing a full return of information to the financial accountant for the preparation of the Annual Report and Accounts of The Attingham Trust
- Collating all the course reports and ensuring that these are distributed appropriately
- Attending the Scholarship Committee Review meeting (October) and ensuring Committee Members receive copies of scholars' reports prior to the meeting

4. *Throughout the year:*

- Liaison with other members of the Attingham Trust Executive Committee as required
- Assisting with promotion of the Summer School and keeping the mailing list updated
- Attending other meetings and social functions of the Attingham Trust as required.
- Assisting the co-directors in researching locations for future Summer Schools.

Duration of contract

The appointment will initially cover the 2023 Summer School, after which both parties will review the position with the intention of extending the contract. Ideally the Co-ordinator should be willing to serve for three to five years following the initial trial.

Remuneration

The Attingham Trust is a registered educational charitable trust. The Summer School Co-ordinator will be engaged on a consultancy basis and will receive an annual fee of £9,500, plus expenses. Fees are paid three times a year.

The post is available from January 2023. The person appointed will work closely with the current Co-ordinator for a short time to ensure a seamless hand-over.

The closing date for applications is 20th November. Interviews will take place on 1st December.

To be considered for this position, please e-mail a CV with a covering note to Rebecca Parker,
rebecca.parker@attinghamtrust.org