



THE ATTINGHAM TRUST

FOR THE STUDY OF HISTORIC HOUSES AND COLLECTIONS

THE ATTINGHAM SUMMER SCHOOL COORDINATOR 2027 (PART-TIME, FREELANCE)

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

The Attingham Summer School

The Attingham Summer School for the Study of Historic Houses and Collections has enjoyed outstanding success since its foundation in 1952. A residential programme of continuing professional development, it is highly regarded by museums, universities and historic preservation societies throughout the world for the quality of its scholarship and for the opportunities it provides for professional exchange.

Run annually, the Summer School takes place at the end of June/beginning of July and runs for approximately 16 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.

Course members come from all over the world, their backgrounds including museums, universities, architectural practices, historic houses and conservation studios. The experience is stimulating, intellectually and visually invigorating, and enjoyable, if strenuous. We often receive reports that describe the Summer School as 'life-enhancing' or 'the best experience of my professional life'.

<https://www.attinghamtrust.org/courses/the-atingham-summer-school-2026/>

The Summer School Coordinator

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. The Coordinator works closely with, and is responsible to, the co-directors of the Summer School.



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This is a freelance post and would suit someone wishing to work mainly from home. Whilst there is working time flexibility throughout most of the year, full attendance is required for the entire Summer School (late June/first half of July) and the weeks immediately before and afterwards are also busy. The other crucial times of the year include 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 recce trips with the directors often take place in the autumn or early spring. Attendance at various meetings at the Attingham office 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 1.5 days per week.

Post requirements

The role is demanding, requiring an excellent ability to communicate with all types of people and to manage unexpected situations. We are looking for an excellent administrator with a track record of planning, managing and delivering similar events, such as conferences, festivals or specialist tours. It is primarily organisational, ensuring the seamless delivery of the course, and would suit someone who is highly efficient, well organised and attentive to detail. An interest in historic buildings, gardens and collections is desirable but not essential. The role is primarily logistical and does not involve producing academic content. It is hoped that the ideal candidate will enjoy being part of the Attingham team and will find it rewarding to get to know the wider network of Summer School attendees.

In particular, the Coordinator will bring the following to Attingham:

- Excellent organisational and administrative skills, delivered in a timely and responsive fashion, tested in a similar role elsewhere
- Excellent communication skills, both oral and written, and the ability to engage enthusiastically with a diverse range of people at all levels in varied circumstances, in both formal and informal situations
- IT skills, including a familiarity with virtual conferencing software, Webinar, Excel and Powerpoint
- Self-motivation and a proactive approach to planning
- The ability to work comfortably in a small team, to respond quickly, to share information and to keep everyone updated
- The ability to work efficiently under pressure and deal with unexpected events and situations
- A willingness to travel independently or with colleagues; a clean driving licence would be a benefit
- Experience of book-keeping and basic accountancy, and the ability to work with a budget, know how to put a budget together and how to keep a project within budget
- Experience of keeping good financial records
- Flexibility and the ability to adapt quickly to changing situations
- Enthusiasm for Attingham and its mission



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Responsibilities during the year

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 house 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 Treasurer of The Attingham Trust in the preparation and execution of the budget for the course and dealing with all financial matters, invoices etc.
- Receiving and processing non-US applications for 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 and communicating with applicants regarding the decisions of the Committee
- Preparing guidance notes and course information packs for the participants
- Establishing contact with all non-US scholars (20) to ensure that each participant is provided with full details of the course, and individual requirements and queries are met and responded to
- 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
- Coordinating course arrival and departure arrangements
- Managing the seamless provision of audio visual support for lectures
- Dealing with all invoices and payments, in discussion with the Treasurer
- 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
- Collating all the course reports and ensuring that these are distributed appropriately
- Attending the Executive Committee and Scholarship Committee meetings (October/November and February)



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4. *Throughout the year:*

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

Remuneration

The Attingham Trust is a registered educational charitable trust. The Summer School budget for 2027 has not yet been finalised but the Coordinator will be engaged on a consultancy basis and is likely to receive an annual fee in the region of £11,000 (experience dependent), pro-rated, plus expenses. Fees are paid three times a year.

The post is available from late October/November 2026. The person appointed will work closely with the current Coordinator for a short time to ensure a seamless hand-over. The appointment will initially cover the 2027 Summer School and run to the end of August 2027, after which both parties will review the position.

Closing Date

The deadline for applications is 1 October 2026. Interviews will be held in London in October.

Attingham seeks to foster a culture that recognises different backgrounds, skills, attitudes, experience and diversity.