**NATIONAL GALLERIES OF SCOTLAND**

**AUDIENCE, DIGITAL, MARKETING AND COMMUNICATIONS**

**ADMIN ASSISTANT**

**FIXED TERM (MARCH 2023)**

**PART TIME, 20 HOURS (Band 7)**

The National Galleries of Scotland (NGS) is home to one the world’s finest collections of art, which ranges from the Middle Ages to the present day.  Our spectacular buildings house the world’s greatest collection of Scottish art, and a world-renowned collection of Scottish and international photography, welcoming many visitors to our three principal sites in Edinburgh: Scottish National Gallery, Scottish National Gallery of Modern Art and our Scottish National Portrait Gallery. National Galleries of Scotland aims to preserve, display and augment the collections for the enjoyment and education of the widest possible public and to maintain NGS as a centre of excellence.

This is an exciting period of renewal for National Galleries of Scotland, as we move forward with our engaging strategic vision that puts our audience at the heart of what we do. We’re making it our mission to broaden our impact, matching our rich collections, expertise and creativity to the needs and wants of our visitors. We’re finding new ways to connect with more people, and creating an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

‘Art for Scotland: Inspiration for the world’ is Our Vision.  Inclusive, original and ambitious – we will make the national collection accessible to all and inspire curiosity across the world.

We are committed to looking at how we operate as well as how we engage with our visitors and communities. We want to play our part in tackling the Climate Emergency. We will ensure Equality, Diversity and Inclusion (EDI) is embedded across our organisation, ensuring everyone feels a sense of belonging and can be themselves.

**The role**

An Admin Assistant position is currently available to support our Marketing and Communications, Digital Content and Audience Insight teams.

Reporting to the Interim Director of Audience and Digital, you will provide support to these teams across a range of areas including:

* Meeting organisation and minuting
* Document collation and distribution for meetings
* Diary management
* Support with managing administration forms across the teams – expenses, holiday, absence forms etc
* Colleague event logistics and support including managing sign-ups, analysis and feedback, encouraging participation and in-person support
* Preparation of mailing lists and colleague pack preparation
* Support with logistics for NGS video production including our regular live colleague broadcast
* Transcriptions of video and audio content
* Monitoring and first line responses to specific mailboxes
* Coordination for collaborative document preparation
* Other administration tasks as required

The role will be part-time based at the Scottish National Gallery of Modern Art but will be suitable for flexible working where appropriate.

**KNOWLEDGE, SKILLS & EXPERIENCE**

The following range of knowledge, skills and experience is required. Please take note of these and make sure they are reflected in your application. Short-listing for interview will be based on meeting these requirements.

**Essential**

* Capable of working collaboratively with input from several people and of managing their own time efficiently
* Strong communication skills able to provide constructive feedback to the teams they are working with on administrative matters
* Ability to operate on own initiative and confident in their approach
* Full range of IT skills – including excellent working skills of Microsoft Word, Excel, PowerPoint, Teams and e-mail
* Efficient administration skills and strong organisational skills, including effective prioritising of work
* A helpful manner and flexible in approach
* Enjoyment of working in busy and demanding environment, with ability to meet deadlines

It is preferred that the successful applicant will have some knowledge of working in the cultural sector though this is not mandatory.

**Desirable**

* Experience of working in the cultural sector

**SUMMARY TERMS AND CONDITIONS**

Salary: £21,379 - £22,553 per annum pro-rated

Starting salaries will normally be at the minimum or at a rate that reflects qualifications and/or experience which are of special value for the post and which are above minimum entry requirements.

Hours: Part-time 20 hours per week; Monday to Friday, 9 a.m. – 1.00 p.m.; flexibility around these hours can be considered

Fixed-Term: The role is fixed-term to end of March 2023

Annual Leave: 25 days per annum pro-rated

11.5 public and privilege holidays per annum pro-rated

Pension: Civil Service pension provisions enables the National Galleries of Scotland to offer a choice of occupational and stakeholder pensions, giving you the flexibility to choose the pension that suits you best.

*Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.*



*National Galleries of Scotland is a charity registered in Scotland (No. SC003728)*