NATIONAL GALLERIES OF SCOTLAND

**COLLECTION & RESEARCH**

**LIBRARIAN, PORTRAITURE (BAND 5)**

FULL-TIME, 2-YEAR FIXED-TERM

The National Galleries of Scotland (NGS) is home to one of 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: the Scottish National Gallery, the Scottish National Gallery of Modern Art and the Scottish National Portrait Gallery. The 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 NGS, 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.

At NGS 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.

**Job Summary**

The NGS Collection & Research directorate brings together curators, librarians, archivists, curatorial administrators and a research support manager working across NGS sites in three teams: Scottish & European Art and Portraiture, Modern & Contemporary Art and Research Support. We research, develop, catalogue, interpret, programme, loan and publish our collection and engage with our audiences and partners through the curation of exhibitions and displays for the NGS Public Programme. We are currently reviewing the collection through the lens of equality, diversity and inclusion to build research, reveal ignored or overlooked histories and ensure language used in interpretation reflects our EDI commitments.

As part of these commitments, the representation of artists and sitters with protected characteristics and those facing disadvantage and inequality will be increased in our collection and programme.

The post of Librarian, Portraiture sits within the European & Scottish Art and Portraiture team. The post manages (primarily through acquisition, cataloguing, preservation, access provision and dissemination) the NGS Portraiture library which comprises around 50,000 items and is housed in the Scottish National Portrait Gallery.

The focus of this part of the NGS library collection is the history of Scotland and Scottish society, with particularly strong holdings relating to Scottish biography, Scottish history, portraiture and photography. The library also includes special collections, journals and sales catalogues. We also have access to a wide range of online resources. Another key part of the role is to facilitate access to the collection (prints, drawings, photographs, portrait miniatures and medallions) and research resources (including collection accession files) held at the Portrait Gallery. This can be for members of the public requesting to see artworks not on display, family historians looking for images and information about their ancestors, and academic researchers and groups looking to consult specialist material. Much of this part of the collection is stored within an automated storage and retrieval system and the post holder will be expected to become proficient in operating this system.

We are looking for a candidate who will combine the professional skills of a librarian with a genuine enthusiasm for enabling and supporting research and making collections accessible and relevant through the provision of accurate information to staff, public researchers and NGS audiences. The postholder will work with colleagues across the organisation, most notably with NGS Libraries and Archives colleagues, to support and contribute to the NGS Research Framework. You will be expected to acquire a broad knowledge of the NGS Portraiture collection which dates from the sixteenth century to the present day and includes paintings, portrait miniatures, prints, drawings, photographs, sculpture and time-based media. The role will also provide support to The Art Works project (TAW). TAW will be a new purpose-built part of the NGS estate, located on a site in NW Edinburgh, within the heart of Granton. TAW will incorporate facilities for community engagement, be open to everyone and will be designed to care for and accommodate the NGS collection, including the Library and Archive. TAW will deliver world-class services for visitors and researchers (staff and public), providing state of the art spaces for study and conservation as well as the management and distribution of Scotland’s art. NGS Librarians will play a key role in the planning and shaping of research provision for TAW and developing plans for the relocation of library material to this new facility.

**Organisation Structure**



**Responsibilities**

• Managing the NGS Portraiture library.

• Co-managing the NGS Library budget.

• Maintaining a high standard of access to the Portraiture library, collection and research resources for NGS colleagues and the public, including day to day management of research spaces.

• Answering enquiries relating to the Portraiture library, collection and research resources.

• Contributing to the NGS Public Programme through talks and lectures and supporting the delivery of exhibitions and displays.

• Supporting and contributing to research.

• Developing a network of contacts and stakeholders, including researchers and other museum/gallery/heritage professionals, in order to support NGS Our Vision.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

The following range of knowledge skills and experience are required. Please ensure these are reflected in your application. Short listing for interview will be based on meeting these requirements.

**Essential**

• A degree in the field of Librarianship or 5 years’ equivalent experience in the field of Librarianship

• Experience of Library systems and cataloguing – NGS Libraries and Archives use CALM to catalogue their collections and CALMView to provide online public access.

• Experience in administrative and budget management skills

• Experience of working with museum/gallery/archive collections

• A collaborative attitude with a flexible approach to support a wide range of stakeholders, guaranteeing excellent customer service

• Good communication skills, oral and written

• Some knowledge of at least one of the following: art history, portraiture, photography, Scottish history

**Desirable**

• Specialist knowledge of Scottish history or art history

• Experience of using controlled vocabularies/standardised terminology to enhance digital access to collections

• Knowledge of Gaelic language and culture and/or Scots language and culture

• Experience of working in a public-facing organisation

• Experience of managing or working with volunteers

Applicants are asked to provide a written statement saying how their skills match the person specification and demonstrate the value and relevance of their experience to the post.

**Selection Procedures:** The applicants who meet the criteria based on the job description and the person specification and who demonstrate this in their written statement will be selected for interview**.**

**SUMMARY TERMS AND CONDITIONS**

Salary £29,816 - £32,645 per annum

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 42 hours per week inclusive of lunch breaks

Annual Leave 25 days per annum & 11.5 public and privilege holidays.

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.

**The closing date for completed applications is 14 January 2022**

*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)*

