

NATIONAL GALLERIES OF SCOTLAND

**PUBLISHING DEPARTMENT**

PUBLISHING COORDINATOR (BAND 6)

FULL TIME, PERMANENT

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: 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.

NGS Publishing is an established fine art and photography publisher. This includes a wide range of material for the NGS such as exhibition catalogues and books as well as catalogues and guides to the permanent collection. The team produces around ten new titles a year as well as managing a rolling programme of reprints.

The NGS publishing team is part of the NGS Trading Company which is responsible for the commercial exploitation and distribution of NGS publications. It also sells to the book trade worldwide via its distributor, ACC.

The small in-house team is responsible for overseeing the varied publishing programme and project managing individual projects, with freelance support. The Publishing Coordinator will assist the Publisher and the Publishing Project Editor the publishing programme as well as working with ACC and the Trading Company. The Publishing Coordinator will report to the Publishing Projects Editor.

Organisational Structure: TBC

 

**Key Responsibilities**

Working in a small team, which handles multiple projects across the organisation, the post-holder will be required to project-manage a range of publishing projects as well as carry out key duties within the department, as and when required, such as picture research, editorial work and general office and project administration as detailed below:

1. In close consultation with the Publisher or Publishing Projects Editor as appropriate, to manage projects for a range of individual titles, through the whole process from project planning, editing, design and production to final publication. This includes:
	* working with curators and staff at all levels and external contributors and setting deadlines and briefs for them for writing and delivery of material for individual projects.
	* collaboratively working with the Publishing Project Editor to shape the concept and brief in the early stages,
	* Editorial duties such as advising on and controlling content including liaising with authors, managing copy-editing, proof-reading and correcting texts. The post holder will need to manage author expectations, make editorial decisions in consultation with the Publishing Project Editor, manage deadlines, ensure completeness and accuracy and have an understanding of NGS house style.
	* briefing and project-managing freelance staff and printers (including obtaining advance quotations) on these individual and specific projects. It also involves agreeing schedules with the Publishing Project Editor and ensuring delivery on time and budget to the required level of quality or advising the Publishing Project Editor in good time of any obstacles to achieving this.
* Picture research, negotiating images fees with suppliers, copyright clearance and rights management. Organising and managing image file assets and image rights.
* Carrying out production duties and, in consultation with the Publisher and the Publishing Projects Editor, placing jobs with appropriate external designers, typesetters and printers, managing these expectations and outcomes, checking quality for publishing, managing the project budget and timescales of the various print suppliers.
* Controlling production schedules, keeping to timetable and budget, ensuring the project is delivered on time and to agreed budget and specification; and providing detailed records on the challenges and successes in the project.
1. Picture research for departmental publishing projects as and when required; clearing copyright for publication: liaising with photographers, owners, institutions in order to acquire photographic material for publication; negotiating picture/reproduction fees for above; discussing photographic material with the authors. Keeping meticulous records of image rights and maintaining files.
2. Editorial work on departmental projects including, as and when required, proof–reading and copy-editing of the various publishing projects and managing queries with internal and external authors as well as liaising with external copy-editors.
3. Managing publication reprints as and when required, in close consultation with the Publishing Manager.

1. Assisting the Publishing Project Editor with researching information for compiling the marketing plans: in close consultation with the Publishing Project Editor, preparing marketing copy for NGS publishing list as and when required; preparing, compiling and up-dating publications information for various social media outputs.
2. Liaising with NGS Retail team and Trade distributors in the administration of order fulfilment to the trade distributor; organising and logging of distribution of free copies. As and when required, supplying data and information to Trade, press and marketing to ensure that information is fully up-to-date.
3. Organisational filing as and when required, including board papers, Managing stock figure reports and sales; minute taking for Publications Board and other meetings as required; co-ordinating the cataloguing and archiving Publishing assets. General office admin, e.g. raising purchase orders, booking couriers.
4. On occasion, assisting the Trading Company General Manager with projects as schedules allow.

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.

**Qualifications and experience**

* Educated to degree level or proven experience, preferably in relevant discipline
* Excellent administrative skills with meticulous attention to detail and accuracy
* Full range of computer skills including a good working knowledge of Microsoft Office,

 in particular Word, Excel and Outlook

* Excellent organisational and time management skills
* Experience of and full training in copy-editing and proof-reading
* Helpful and flexible approach, willing to provide support where needed
* Good verbal and written communication skills
* Ability to work well as part of a busy team
* At least one year’s experience of managing small publishing projects within a team

**Desirable:**

* Administrative experience in a publishing and/or a gallery/museum environment
* Knowledge of and interest in National Galleries of Scotland publications
* Experience of minute taking
* Experience of using databases
* Some knowledge of developments in digital publishing / creating digital content

SUMMARY TERMS AND CONDITIONS

Salary: £25,350 - £27,687

Hours:42 hours per week inclusive of meal breaks

Annual Leave:25 days per annum pro-rata (full time equivalent)

Staff receive 10.5 public and privilege holidays per annum pro-rata

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.

**Closing date for applications Tuesday 15th February 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)*

