NATIONAL GALLERIES OF SCOTLAND

**COLLECTIONS MANAGEMENT**

**ASSISTANT REGISTRAR (BAND 7)**

**FULL-TIME, FIXED TERM (9 Months)**

The National Galleries of Scotland (NGS) is home to one the world’s finest collections off 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.

The functions of the Collections Management Department are to assist the Senior Management Team in the management of and accountability for the NGS collections; the administration of all loans both to and from the galleries; the maintenance and development of the automated documentation system and advising the Director General and Trustees on matters of policy and practice in the management of the collections.

The purpose of the Assistant Registrar is to provide general support to the teams of Registrars in the Collections Management Dept, including Exhibitions, Acquisitions, and Collections Information. The teams work, to critical deadlines for exhibition opening dates, art transport, acquisition and audit programme schedules and have a heavy administrative workload. The Department is also committed to increasing the NGS programme of Touring Exhibitions and expanding our Partnership initiatives, and will continue to develop loans administration, transport and installation schedules.

The postholder should be willing to undertake a variety of tasks, including mundane and repetitive work. A methodical and accurate approach is required, and the ability to communicate easily with staff at all levels in the Department.

The Assistant Registrar (Exhibitions) will report to the Lead Registrar (Exhibitions & Display). The countersigning officer will be the Head of Collections management.

**DUTIES:**

* Set up and maintain project files, filing of exhibition, acquisition, audit and loan correspondence and other documents, and undertake archiving of files.
* Issue loan agreements, indemnity applications, copies of indemnities, and receipts to lenders and borrowers.
* Process requests for facilities reports, liaising with Registrars over any issues arising.
* Generate and assemble paperwork for display installations and de-installations, including object labels, receipts, condition reports and packing notes.
* Arrange and book accommodation and per diems for couriers.
* Carry out and support collection audits according to the Collections Management Audit programme
* Provide support to the Registrar (Acquisitions), including arranging transportation of acquisitions to NGS
* Use of email, telephone and fax for communications, processing standard letters and forms in delivering above activities.
* Any other duties appropriate to the post.

**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**

* Relevant higher education or vocational qualifications.
* Experience of working in a museum or gallery environment.
* A range of computer skills, including Outlook, Microsoft Word and Excel.
* Experience of working with databases and ability to use technology effectively and productively
* Meticulous attention to detail and accuracy.
* Strong organisational skills, including effective prioritisation of work and working to deadlines.
* Excellent interpersonal and communication skills.
* Proactive, forward thinking and able to exercise sound judgement.
* Flexible, proactive, approach, willing to undertake duties outside working hours and ability to work under pressure.
* Ability to maintain confidentiality where necessary.
* Ability to take responsibility and use initiative.

**Desirable**

* Familiarity with one or more European language.

**SUMMARY TERMS AND CONDITIONS:**

**SALARY**: £ 21,379 - £ 23,553

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 per week inclusive of meal breaks

**ANNUAL LEAVE:** 25 days per annum

All staff receive 11.5 days 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.

*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)*