



## **Communications Officers**

1 x Full time (37 hours), Permanent  
1 x Part time (30 hours), Permanent  
Salary £31,307 - £34,277 per annum pro rata (Band 5)  
Plus generous benefits package  
Hybrid working

### **ABOUT THE ROLE**

Can you help us to connect more people with Scotland's world-class collection of art and the stories behind them? This is an exciting opportunity to be part of an organisation that is striving to make art work for everyone.

If you are an experienced communicator with a passion for storytelling and skilled at creating engaging copy and building relationships with internal and external stakeholders, we would love to hear from you.

You will be a key part of the Marketing and Communications team, working with the External Communications Manager to communicate with visitors and potential visitors, to promote and publicise gallery activity. The remit covers the whole range of NGS activities including our permanent collection, exhibitions, learning and engagement programmes, publications, curatorial research, conservation work and events.

This is undertaken in partnership with many external agencies and by collaborating with colleagues across the organisation. The team has close links with audiences, the collections, exhibitions, marketing, digital and publications.

### **THE DIFFERENCE YOU'LL MAKE**

To promote and publicise the Galleries in an effective and creative way you must:

- Gain a full understanding of the Galleries' audience.
- Gain a sound knowledge of the collections, exhibition schedules and other projects and activities which may be of interest to Gallery visitors.
- Be able to communicate with the media at all levels, establishing a wide range of media contacts, from specialist publications to tabloids and building relationships with journalists.

Your duties will also include:

- Planning and implementing media campaigns.
- Writing engaging copy for press releases and online.
- Identifying news stories and pitching interviews, features, and photo-opportunities.
- Organising press views, photocalls and events.
- Responding to press enquiries by email, telephone, and social media.
- Providing regular reporting on media activities.

- Responding to crisis situations or issues arising in the media and on social media, that might impact negatively on NGS reputation.
- Drafting award submissions.

## **WHO WE ARE LOOKING FOR**

In answering our quick questions tell us more about you, how you meet the requirements, and what you will bring to the role. This will be your opportunity to stand out as well as tell us what you are looking for from us. To succeed in this role, you'll need the following range of knowledge, skills, and experience:

- An appreciation for art would be beneficial, but it's not essential. However, you must be creative and proactive with a proven track record of generating media coverage.
- Excellent written and verbal communication skills with ability to write and edit audience-focused texts and content.
- Strong organisational skills with experience of pro-actively delivering ideas, content, and projects on time.
- Ability to communicate and work well with other people across departments and as part of a team.
- Ability to remain calm under pressure and to work using your own initiative.
- Experience of working to tight deadlines.

The following knowledge and experience would also be desirable:

- Educated to degree level or equivalent.
- Understanding of the museums and galleries sector.
- Visual arts understanding.
- Knowledge of copyright.
- Familiarity with Gaelic language.

## **ABOUT US**

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 are working towards reducing our environmental impact and aim to have net-zero carbon emissions before 2045. Our response to the Climate Emergency and EDI is integral to our work and all our colleagues and departments play a part in achieving this. Our primary Climate Emergency focus areas are engaging our communities, improving our operations, and adapting to future climate changes.

## WHAT'S ON OFFER FOR YOU

Our colleagues will tell you great things about working here. We aim to ensure the National Galleries of Scotland is a great place to work, where our people thrive in a culture where we are trusted, empowered, and engaged to achieve our true potential. We want to tell you what we can offer you. We offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

### Salary

£31,307 - £34,277 per annum pro rata. Starting salaries will normally be at the minimum rate depending on experience.

### Hours

In the full-time position, you will be working 37 hours per week excluding a one-hour unpaid lunch break each day.

Part-time hours will be 30 hours per week excluding a one-hour unpaid lunch break each day. Consideration will be given to flexibility over when these hours will be worked.

### Holidays

When you first join, you'll get 25 days annual leave per year pro rata plus 11.5 public and privilege holidays pro rata depending on hours. After 5 years your annual leave will increase to 30 days pro rata.

### Where you'll be based

You'll be based at the Scottish Gallery of Modern Art One, 75 Belford Road, Edinburgh. Free car parking is available on site.

### Pension

We are a [Civil Service Pension](#) employer. You get to choose if you want a defined benefit or stakeholder pension. The benefits of joining the scheme include [generous employer contributions](#) to your future pension, life assurance, and options to increase your pension. If you join the alpha Civil Service pension scheme our contribution will be 27.1% for this role.

### Other benefits

Family friendly working policies, free or discounted entry to various visitor attractions, staff discount at our shops and cafés, Cycle to Work Scheme, wellbeing support and services including our Employee Assistance Programme.

**The closing date for completed applications is Sunday, 05 March 2023.**

*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)*