



## Curatorial Assistants x 2

1 x Photography and 1 x Portraiture

Full-time, Fixed Term (6 months)

Salary £23,771 - £24,825 per annum (Band 7)

Pay award pending plus generous benefits package

Hybrid/ flexible working

### ABOUT THE ROLE

We have an exciting opportunity within our Collection & Research department for two highly organised and motivated individuals to assist our curatorial colleagues with the delivery of exhibitions and displays and collection-related activity.

If you have the ability to follow clear instructions, great attention to detail, proven experience of meeting strict deadlines and a strong interest in Photography or Portraiture we would love to hear from you.

As the Curatorial Assistant you will have excellent organisational and administrative skills, including the ability to prioritise work. A working knowledge of Mimsy or other museum collection management systems would be desirable.

This is a fixed term contract for 6 months only, to support backfill for colleagues on secondment.

### THE DIFFERENCE YOU'LL MAKE

In all that you do, you'll support our passionate and dedicated curatorial team. Reporting to the Interim Co-Directors of Collection & Research your duties will include:

- Supporting colleagues with the research and organisation of exhibitions and collection displays for 2024 and beyond.
- Actively involved in preparing and sharing information (reports, checklists) for colleagues and the people we engage with outside NGS (funders, lenders, donors, etc.).
- Supporting ongoing interpretation of the collection resulting in our physical and digital content being more accessible and inclusive for our audiences.
- Answering enquiries from the public, including preparing for and assisting with onsite research visits.
- Working with colleagues in Collections Management to investigate and review the information we hold about the collection, ensuring appropriate record keeping.

## WHO WE ARE LOOKING FOR

In answering our quick questions, you can 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:

- A strong interest and/or knowledge of Photography and/or Portraiture.
- Excellent organisational and administrative skills and ability to prioritise work effectively.
- Excellent and effective written and verbal communication skills.
- Attention to detail and high degree of care and accuracy.
- Personal accountability and ownership of workload ensuring completion of tasks assigned to meet deadlines and specific instructions.
- Competency and confidence in working with digital systems.
- Ability to work as part of a team and develop and maintain effective working relations with a broad range of people internally and externally.

It would also be nice if you have:

- Experience of working in a gallery or museum environment.
- Evidence of working with heritage collections.
- Ability to take the initiative.

## ABOUT US

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 National, Portrait and Modern galleries. We aim 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

£23,771 - £24,825 per annum pro rata. Starting salaries will normally be at the minimum rate depending on experience.

### Hours

37 hours per week excluding a one-hour unpaid lunch break each day.

### Holidays

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

### Where you'll be based

You will be based at the Portrait, 1 Queen Street, Edinburgh, however you may work across all of our Galleries based in the heart of Edinburgh - the National, Portrait, and Modern (One and Two).

### 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 12 noon on Thursday, 27 April 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)*