



Exhibitions Registrar

Part-time, Permanent 14.5 hours

Salary £27,119 - £29,582 per annum pro rata (Band6)

Plus generous benefits package

ABOUT THE ROLE

Come and be part of our busy team delivering a programme of inspiring and engaging exhibitions and displays of world-class art, joining an organisation committed to making art work for all.

We are looking for an experienced Exhibition Registrar to help us deliver exhibition projects across our four sites. A team player, you'll have a firm grasp of the principles of exhibitions management, together with strong communication skills, and a broad knowledge of the technical, financial, legal and international issues involved in the safe handling, transport and display of works of art.

THE DIFFERENCE YOU'LL MAKE

In all that you do, you'll support the team, reporting to the Lead Registrar, and will:

- Facilitate specific exhibitions and displays, including negotiation and processing of loan contracts, liaising with lenders over conditions, insurance, display, scheduling and transport arrangements, and ensuring agreed conditions of loan are met.
- Manage risks to artworks on loan to NGS (accountability, security, environmental, handling and movement) according to best practise.
- Obtain estimates, evaluate, and monitor costs relating to exhibition and display projects, making recommendations to colleagues accordingly.
- Procure transport services according to NGS guidelines.
- Ensure timely submission of Government Indemnity applications and provide appropriate advice and/or solutions where issues may arise.
- Initiate/attend project meetings, facilitate decision making, with NGS Collections, Curatorial, Conservation, Art Movement and Security staff as required.
- Liaise with curatorial teams (NGS and external) on object lists, display arrangements and loan paperwork. Manage and communicate loan information to relevant teams.
- Develop and implement exhibition/display schedules, including preparation of exhibition area, transport, installation/deinstallation, and courier arrangements.
- Liaise with Art Handling and Security staff on arrangements for delivery, collection, installation, de-installation and movement of artworks and accessories.
- Manage movement and storage of empty exhibition loan crates and accessories.
- Meet couriers and supervise delivery/collection of artworks, ensuring necessary paperwork is completed.
- Occasionally act as courier for NGS.

WHO WE ARE LOOKING FOR

We want you to paint a picture for us. In your supporting statement 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:

- Educated to degree level (or equivalent) in an arts related subject.
- Relevant experience in a similar role and environment.
- Sound knowledge of collections management principles.
- Knowledge of lending principles and arrangements at national and international level.
- Understanding of UK Government Indemnity Scheme and associated requirements.
- Excellent communication skills, able to facilitate decision making, mediate between viewpoints, and maintain relationships by building trust.
- Ability to work collaboratively with others to generate creative approaches to addressing problems and opportunities.
- Ability to maintain confidentiality where necessary.
- Ability to prioritise tasks in line with corporate goals.
- Ability to take responsibility and use initiative.
- Flexible, proactive, approach and willing to undertake duties outside normal working hours.
- Experience of working with databases and ability to use technology effectively and productively.
- Meticulous attention to detail and high level of accuracy.
- Ability to work under pressure.

It would help if you have:

- Working knowledge of one or more European language
- Interest and appreciation of art

We are National Galleries of Scotland

Our three Edinburgh galleries are the National, Modern and Portrait. We house and look after Scotland's amazing world-class art collection – one of the finest in the world. Step inside and explore treasures from Botticelli and Titian to the very best modern art to contemporary portraits of pop culture icons. And, as you'd expect, the world's greatest collection of Scottish art, our national collection. We also have an outstanding collection of Western art from the late Middle Ages to the present day.

We're a space for thinking, dreaming, doing, and playing. Soak up the art. Meet friends in the cafés. Have a family picnic surrounded by the sculptures in the Modern grounds. Be inspired by our amazing art films. Choose your own experience. There is no one way to enjoy Scotland's national collection. We are yours to discover.

As well as displaying our art at our three Edinburgh sites, we also share it through an active programme of partnership across Scotland, the rest of the UK and abroad, as well as online.

We conserve and research our collections and we are committed to reaching the widest possible audience through our ambitious plans. Visitor numbers to our sites in Edinburgh totalled an average of 2.5m visitors a year in the years prior to the global pandemic.

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

£27,119 - £29,582 per annum pro rata. Starting salaries will normally be at the minimum rate depending on experience.

Hours

14.5 hours per week excluding a one-hour unpaid lunch break each day. This is flexible and can be discussed with hiring manager.

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 Modern Art One.

You'll work across all four of our Galleries based in the heart of Edinburgh - the Scottish National Gallery, Scottish National Portrait Gallery, and the Scottish Gallery of Modern Art.

Pension

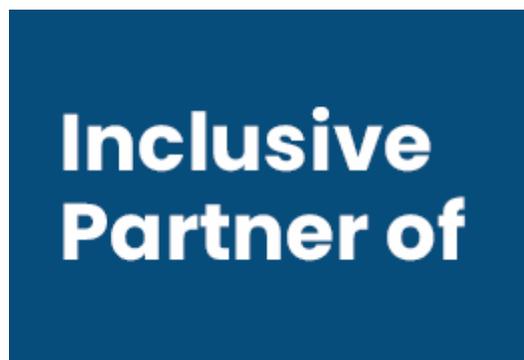
We are a [Civil Service Pension](#) employer. You get to choose if you want a defined benefit or stakeholder pension. The benefits of joining the scheme include [generous employer contributions](#) to your future pension, life assurance, and options to increase your pension. If you join the alpha Civil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

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.

The closing date for completed is 12 noon on the 19th June 2023



National Galleries of Scotland is a charity registered in Scotland (No. SC003728)