



## Curatorial Assistant

Full-time, Fixed Term (12 months)

Salary £24,171 - £25,225 per annum (Band 7)

Plus generous benefits package

Hybrid / flexible working

## About the role

We have a unique opportunity for a highly organised and motivated individual to join our Collection and Research department.

If you have a strong interest in surrealism or international modern art, with excellent communication skills and great attention to detail, then we would love to hear from you.

You will be working with the team to deliver a touring exhibition of Surrealism drawn from the National Galleries of Scotland collection to China in February 2024, and potentially to other venues in China and the Asia Pacific region thereafter.

There will also be an opportunity to contribute to the wider working of the Modern & Contemporary team within the Collection and Research department. You will assist with the research and delivery of the programme of modern and contemporary exhibitions and collection displays including Artist Rooms, collections research, loans, acquisitions, digitisation, and interpretation.

## The difference you'll make

In all that you do, you'll support the Project Team to deliver the touring display of Surrealism to China. Reporting to the Director of Modern and Contemporary Art, your duties will include:

- Assisting curatorial colleagues with the organisation, administration, and delivery of the programme of modern and contemporary exhibition and collection displays.
- Undertaking directed research into the collection, potential acquisitions, due diligence, and other relevant requests.
- Collecting and collating relevant information for project reports, evaluations, KPIs and assisting in tracking budgets.
- Assisting in preparing leaflets, wall texts and labels, and other public information for print and website.
- Scheduling and attending meetings along with minute taking.
- Liaising with touring and external partners.
- Filing, and archiving project information.
- Creating and updating acquisition and loan records.
- Answering enquiries from the public, including preparing for and assisting with onsite research visits.

## [nationalgalleries.org](https://nationalgalleries.org)

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

VAT No. GB1001904 82

## 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:

- A strong interest in and knowledge of Surrealism or international modern art.
- Excellent organisational and administrative skills, including the ability to prioritise work effectively and make accurate decisions under pressure to tight deadlines.
- Excellent written and verbal communication skills.
- Meticulous attention to detail and high level of accuracy.
- Ability to take the initiative.
- Excellent IT Skills – proficient in MS Office.
- 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:

- A degree or equivalent in an aspect of modern or contemporary art.
- An interest in and knowledge of Scottish modern and contemporary art.
- Previous experience of working in a gallery or museum environment.
- A working knowledge of Mimsy or other museum systems.
- A working knowledge of Chinese, spoken and written.

## 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 2.5 million visitors a year in the years prior to the global pandemic.

## What's important to us

We make art work for everyone. That's our purpose and it drives everything we do. This is an exciting time for us, as we move forward with our engaging strategic vision: Art for Scotland: Inspiration for the World.

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We're putting our audience at the heart of what we do. Matching Scotland's rich collection, our expertise and creativity with the needs and wants of our visitors. Finding new ways to connect with more people and create an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

We're committed to looking at how we operate as well as how we engage our audiences. We will play our part in tackling the Climate Emergency, and we're embedding Equality, Diversity, and Inclusion (EDI) in the way we work. We want everyone to feel a sense of belonging and freedom to be themselves at work or at play with us.

### **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 offer a range of benefits to promote healthy working lifestyles for all our colleagues. Details specific to this role are:

#### **Salary**

£24,171 - £25,225 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 Modern One, 75 Belford Road, Edinburgh, EH4 3DR. Although based in the heart of 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 12 noon on Monday, 19 June 2023.**

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

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