



Assistant Registrar (Loans)

Full-time, Fixed Term (6 months)

Salary £24,171 - £25,225 per annum

Pay award pending plus generous benefits package

Hybrid / flexible working

About the role

We have an exciting opportunity for Assistant Registrar to join our small, dedicated team of Registrars. You must have strong administrative skills gained working in a museum or gallery, including experience of working with collections management databases.

We're seeking an enthusiastic, and flexible person who thrives on the challenge of a busy working environment. You'll be able to juggle several projects at any one time, have a high level of accuracy and the ability to deal with confidential tasks. You will be highly organised, proactive in approach and a clear communicator. You will enjoy being part of a team, as well as having the opportunity to work independently.

You will be passionate about working with the collection and you will support the Senior Management Team in the management of it. You will assist with the admin of loans to and from the galleries as well as the maintenance and development of the automated documentation system.

The difference you'll make

You will contribute directly to the organisation's mission to make art accessible to all in everything that you do. Based within the Collections Management team, you will report to the Lead Registrar. Your responsibilities will include but not be limited to:

- Inputting and updating loans information for all artworks onto our collections management databases.
- Assisting with delivery of National Galleries of Scotland Collections loans programme, including requesting security and facilities reports, generating reports, loan listings and documentation.
- Prepare loan agreements, creation of files and courier packs, and supporting loans invoicing process.
- Delivery of discreet loan projects.
- Dealing with queries from staff and public relating to the loans programme.
- Use of email and telephone for communications, processing standard letters and forms in delivering above activities.

Who we are looking for

To succeed in this role, you'll need the following range of knowledge, skills, and experience:

- Strong admin and organisational skills with a methodical approach to work including effective prioritising of tasks and working to strict deadlines.

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- Experience of working in a museum or gallery environment including experience of working with collections management databases such as MimsyXG.
- Meticulous attention to detail and accuracy.
- Outstanding communication skills with the ability to work with wide range of people including an understanding for the need for discretion and confidentiality.
- Proactive, forward thinking, and able to exercise sound judgement.
- With the ability to work calmly and carefully under pressure you will actively anticipate and plan for potential problems.
- Good IT Skills including MS Office.

Desirable:

- Knowledge of Gaelic and/or other languages.
- Relevant higher education or vocational qualifications.

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 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.

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.

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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 36.5 days annual leave pro-rata depending on hours (which includes public holidays). After 5 years your annual leave will increase to 41.5 days.

Where you'll be based

You will mainly be based at the Modern One where free car parking is available. However, you will work across all of our locations based in the heart of Edinburgh - the National, Portrait, Modern (One and Two), Granton Art Centre and other stores.

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, 10 July 2023.

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



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