



Internal Engagement Manager

Full-time, Permanent

£38,960 - £43,602

Plus generous benefits package

Hybrid / flexible working

About the role

Do you want to help us make art work for everyone? That's our goal at the National Galleries of Scotland, and this position plays a pivotal role in that. The role holder devises and delivers a wide range of activities to inform and engage colleagues across the whole organisation. Art experience isn't essential but great interpersonal, organisational and content creation skills are.

If you have internal communications experience and would like to work in a creative and ambitious team, we want to hear from you. You will be working across all four of our amazing Galleries based in the heart of Edinburgh.

The difference you'll make

Reporting to the Head of Marketing and Communications and working closely with our Leadership Team and our Director of HR you will:

- Work with senior stakeholders to develop a compelling and consistent internal communication strategy to engage all of the National Galleries of Scotland
- Deliver a detailed and sustained plan of two-way communications that engages colleagues in the NGS vision and strategy
- Organise workshops, staff engagement sessions and presentations
- Build relationships with a range of people across the organisation
- Create internal communications content e.g. copywriting, engaging presentations, film production and/or editing and design.
- Commission and manage external suppliers to produce engaging on brand collateral
- Undertake regular evaluation and data analysis to deliver continuous improvements
- Manage the internal communications budget

Who we are looking for

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

- Previous experience in an internal communications role
- Ability to co-ordinate multiple projects.
- Effective communication skills and ability to work at all levels of an organisation.
- Experience of organising events
- Ability to build and manage relationships across departments.
- Ability to analyse complex data sets and deliver actionable insights.
- Ability to present in an engaging way
- Content creation skills e.g. good copywriter, film production and/or editing and design skills
- Creative thinker

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Desirable

- Experience and/or knowledge of working within the visitor attraction and/or arts sector.
- Commissioning and working with external agencies to produce collateral

We are the 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.

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

£38,960 - £43,602 per annum. 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. There is very occasional out of hours work.

Holidays

When you first join, you'll get 36.5 days annual leave per year. After 5 years your annual leave will increase to 41.5 days.

Where you'll be based

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You will be based at Modern One, 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 Monday 2 October 2023.

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



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