



Collection and Research Assistant (Library, Archive and Print Room)

Full-time, Permanent, On-site

Salary £25,863 - £26,991 per annum (from January 2024)

Plus generous benefits package

About the role

Do you have a qualification and/or experience in art history? Do you have a passion for research with excellent attention to detail? Do you enjoy dealing with the public and meeting new people? If so, we have a wonderful opportunity to join our team.

In this role you will support the provision of public access to Library, Archive and Print Room collections. You'll be looking after visitors to our public study spaces, retrieving and reshelving collection materials, carrying out collection cataloguing tasks, and answering enquiries.

You will also help us work towards our move to The Art Works. This exciting and transformative initiative will deliver a sustainable new facility in Granton to care for, research and share Scotland's renowned art collection.

You will already have some research experience which can come from any background, or it could have been post-doc. However, you will be keen to develop your skills and knowledge of reference, archival and works on paper collections.

The difference you'll make

Reporting to the Librarian, Modern and Contemporary Art your responsibilities will include but not be limited to:

- Facilitating access to the collections in our public study spaces, for individual researchers and group visits.
- Ensuring a high standard of care, access and security for the works in these collections.
- Retrieval and re-shelving of material as required.
- Answering enquiries from the public, in person, by phone and email, using a range of print and online resources, with responsibility for managing the relevant email inboxes.
- Maintaining visitor statistics to agreed standards.
- Assisting with the physical management of collections and collection audit activity. Undertaking specific house-keeping tasks, as required, including best practice in the handling and preservation of collections.
- Cataloguing of the Works on Paper, Archive and Library collections. Facilitating digitisation of collection objects, when required.
- Assisting Print Room, Archive and Library staff in collection readiness for The Art Works.

Who we are looking for

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

- You will have a qualification in art history or demonstrable knowledge of a subject area relevant to our collections.
- You will have some experience of working in a research environment (library, archive or print room).
- You will have excellent written and verbal communication skills.
- You will have experience of dealing positively and effectively with visitor enquiries.
- You will also have excellent organisational and administrative skills, including an ability to prioritise effectively and work accurately without close supervision.

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- You will be able to demonstrate a commitment to supporting ambitious equality, diversity and inclusion priorities.
- You will be an effective user of IT packages, including MS 365.

It would also be great if you have:

- A particular interest in archives and/or works on paper.
- Practical experience of object handling in a museum/gallery context.

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.

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

£25,863 - £26,991 per annum. Starting salaries will normally be at the minimum rate depending on experience.

Hours

37 hours per week working 08.30 am to 5.00 p.m. Monday to Thursday and 08.30 a.m. to 4.30 p.m. on Friday with a one-hour unpaid lunch break each day.

Holidays

When you first join, you'll get 36.5 days holidays pro rata (this includes public and privilege holidays). After 5 years your annual leave will increase to 41.5 days.

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Where you'll be based

You will be based at Modern Two, 73 Belford Road, Edinburgh where free car parking is available on site. However, you may be required to work across all of our sites including the National, the Portrait and the Modern. Please note that due to the duties of this role you will be based 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 Wednesday, 03 January 2024.

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



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