



## Digital Asset Management Assistant

Full-time, Fixed Term until 31 March 2025

Salary £29,598 - £32,286 per annum

Plus generous benefits package

Hybrid/ flexible working

### About the role

If you have proven experience of using a digital asset management system with excellent data management skills and a good understanding of copyright, image permissions and GDPR, then we want to hear from you.

You will have meticulous attention to detail with excellent communication and organisation skills. A strong team player, you'll be instrumental in managing and improving our digital asset management data and processes. You will ensure our collection of images, videos and digital assets are meticulously organised, easily accessible, and optimally utilised to support our programme of systems upgrades.

### The difference you'll make

Reporting to the Head of Collections Info and Digital Asset Management your responsibilities will include:

- Assisting with rights research as part of the archive cataloguing process and evaluating rights issues for digitised collection material.
- Researching and adding metadata to images of collections, places, and events.
- Managing batch data processing workflows for metadata, across our Collections Management Systems and Digital Asset Management System.
- Coordinating copyright clearance support when necessary, to include requests for ongoing copyright work for the permanent collection reproduction and the public programme.
- Identifying creators, subject matter types, copyright holders and their contact details for all digitised archive material.
- Identifying copyright expired and unpublished archive material, and evaluate 'orphan works' (within information/framework/advice provided)
- Recording details and track permission terms and conditions on our systems.
- Drafting, issuing, logging, and monitoring copyright clearance requests and approaches using existing templates.
- Establishing metadata templates and coordinating with Project Owners to populate them.
- Assisting with administration duties around documenting and reporting on the rights clearance and issuing correspondence.
- Monitoring any data protection and privacy issues arising from any digitised content.

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

VAT No. GB1001904 82

## Who we are looking for

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

- Experience of using a Digital Asset Management System.
- Awareness of copyright and wider intellectual property issues faced by museums and galleries, e.g. open access initiatives involving Creative Commons.
- Excellent IT skills, including MS Office and familiarity with the principles of database management and operation.
- Excellent organisational skills, especially the ability to prioritise your workload, and work flexibly under pressure.
- The ability to work independently under own initiative, within a line-management framework, whilst also working as part of a larger project team with shared collaborative goals.
- Strong negotiating skills.
- Excellent communication skills with a diplomatic and problem-solving approach.
- Excellent attention to detail and task focussed.

### It would also be great if you have:

- An understanding of care and handling of cultural heritage material.
- An understanding of Collections Management systems and procedures.
- A working knowledge of online image purchasing /e-commerce and rights and uses licensing.

## 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.

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## 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

£29,598 - £32,286 per annum. Starting salaries will normally be at the minimum rate depending on experience.

### Hours

Full-time hours will be 35 hours per week excluding a one-hour unpaid lunch break each day, working Monday to Friday. We're also committed to supporting flexible working options for everyone which includes flexible working, working remotely and flexitime policies.

### Holidays

When you first join, you'll get 36.5 days holidays per year (including public and privilege holidays). After 5 years your annual leave will increase to 41.5 days.

### Where you'll be based

You will be based at Modern One, 75 Belford Road, Edinburgh, EH4 3DR. However, you may be required to work across all of our Galleries based in the heart of Edinburgh - the National, Portrait, and Modern (One and Two). Free car parking is available onsite at 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 28.97% 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.

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The closing date for completed applications is 12 noon on Monday, 07 October 2024.

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

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