



Senior Content & Interpretation Editor

Full-time and Fixed Term (22 months)
Salary £42,938 - £48,054 per annum
Plus generous benefits package
Hybrid / flexible working

About the role

We have a rare opportunity for a Senior Content & Interpretation Editor to join our team.

This is an exciting new role within the organisation where you will support the strategic delivery of our priorities. We are looking for a passionate editor to develop our online and in-gallery interpretation and support the implementation of our interpretation framework.

You must already have substantial experience in developing both text-based and digital interpretation. You will have excellent written and verbal communications skills with a sharp eye for detail and linguistic nuance. You will be an integral part of our cross department editorial panel, working across different departments as well as working autonomously.

While this role's focus is editing text-based content for high profile exhibitions and displays, it will also provide support for video and audio scripts. You will coordinate the editorial pool, steer the implementation of our new interpretation framework, accessibility guidelines and support the delivery of training across the organisation. You'll be confident managing relationships with a range of key stakeholders including internal colleagues and partner organisations.

About our content and interpretation

Our interpretation framework outlines our approaches to and the underlying principles of our interpretation. The framework emphasises our tone of voice and our priority audiences to support those creating interpretation. Our editorial panel develops training, accessibility guidelines and coordinates a range of editorial outputs across the organisation. We also have an editorial pool – made up of colleagues from across the organisation – who provide editing support across our content and interpretation.

The National Galleries of Scotland produce a range of interpretation including in-gallery texts, online captions, audio tours, videos and podcasts among other outputs including BSL videos and audio described content. Our interpretation framework is structured around visitor journeys, emphasising the audiences that we intend to grow and retain.

The difference you'll make

This role requires creative and critical thinking combined with advanced editing skills and an understanding of how to manage people and projects. Working with key internal stakeholders the postholder will deliver interpretation and content that meets our vision to make art work for everyone.

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Your main responsibilities will be to:

- Develop engaging interpretive text (including audio and video scripts) for our exhibitions and other content types with curators and project managers.
- Work closely with the interpretation editorial panel to implement our new interpretation framework and meet our accessibility requirements and strategic vision.
- Chair the interpretation editorial panel and manage our editorial schedule and regular training.
- Edit a range of content types for a variety of projects, including major capital projects and exhibitions and displays.
- Manage the interpretation editorial pool, ensuring a high quality of work through direction, training, and communication.
- Advise on best practice interpretive text writing, championing the interpretation framework, accessibility guidelines and house style guidelines and ensuring all text complies with our principles, performing training where required.
- Update interpretation guidelines as required to ensure that they continually reflect developments in best practice in the profession and the interpretation framework and disseminate accordingly. As part of this, contribute to the development of our approach to terminology within interpretive text.
- Liaise with relevant colleagues in departments across NGS, including Collection & Research, Visitor Experience, Digital, Collection Care and Marketing & Communications to ensure the effective implementation of our interpretation principles and strategy across sites.
- Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with respect/dignity and actively contributing to developments that support our strategy for widening equality, diversity and inclusion.
- Keep up to date with developments around interpretation through research, attending conferences and training, sharing outputs with colleagues to maintain and further our reputation as a national and international leader in interpretation.
- Manage budgets and procure, appoint suppliers for our interpretation editorial work.

Who we are looking for

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

- A degree in English, journalism, or a related field preferably with a post graduate qualification in museum studies or a related field
- Extensive experience in developing both text-based and digital interpretation within a museum/gallery context.
- Significant interpersonal and consultative skills, including the ability to communicate, present, negotiate, influence, and build credibility with colleagues and external parties.
- Exceptional editing, editorial, creative writing and critical thinking skills.
- Experience in managing projects and coordinating teams.
- A passion for art, storytelling, creativity and accessibility.

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- Experience of reaching and engaging with audiences through storytelling and content.
- Strong interpersonal skills with a collaborative attitude and understanding of the issues involved in working in partnership.
- Experience in editing a range of interpretation and content types in a gallery and heritage context.
- Experience working within a range of corporate information management systems e.g. M365, DAMS, content management, web systems.
- Good organisational and time management skills.
- Ability to plan and work on own initiative.
- An interest in and commitment to the work of NGS.

It would also be great if you have:

- Knowledge of Scots and Gaelic Languages.
- Knowledge of our collection and programme.
- Experience in developing and delivering training for staff.
- Knowledge of best practices in design thinking, information architecture and user experience.
- Familiar with commitments relating to equality, diversity and inclusion.
- Knowledge of search engine optimization and accessibility.

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.

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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

£42,938 - £48,054 per annum. Starting salaries will normally be at the minimum rate depending on experience.

Hours

35 hours per week excluding a one-hour unpaid lunch break each day 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 where free car parking is available on site. You'll also 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 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.

The closing date for completed applications is 12 noon on Tuesday, 07 January 2025.

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

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