



Digital Content Producer

Part-time 3 days per week (21 hours)

Fixed Term to 06 October 2026

Salary £29,888 - £32,602 per annum pro rata (pay award pending)

Plus generous benefits package

Hybrid/ flexible working

About the role

Are you passionate about storytelling and digital innovation? Do you thrive in creative environments where your ideas bring cultural collections to life? We are looking for a talented Digital Content Producer to help shape and deliver engaging, cutting-edge digital experiences that connect audiences with our museum's incredible collection and public programs.

The Digital Content Producer plays a crucial role in developing, managing, and delivering engaging digital content that enhances public interaction with the collection and programming. You will be responsible for ensuring content resonates with diverse audiences across multiple platforms, and for upholding high standards of accuracy, creativity, and tone. You will work closely with internal teams, external contractors, designers, and content creators to deliver compelling multimedia experiences, including audio, video, and interactive digital formats.

The difference you'll make

Your main responsibilities will include:

- Overseeing the production of content and managing external content creators, in-line with content and audience strategies.
- Writing briefs and procuring suppliers for the delivery of original content according to schedules and content calendars.
- Maintaining best practices for publishing across platforms, implementing editorial guidelines, and ensuring accuracy, usability, and a consistent voice
- Creating audience-focused content (written format and multi-media) to be published across channels and in-gallery.
- Scheduling and optimising content according to channel and internal guidelines / best-practice.
- Liaising with colleagues, artists and relevant stakeholders on the development of different content types. Undertaking research for the development of content relevant to audience, while meeting organization's strategic aims.
- Assisting with the development of standards, operational practices and quality control associated collection content for NGS digital media systems and rights management.

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- Liaising with external content suppliers, rights-holders and key stakeholders for large-scale digital projects.
- Providing ongoing administrative support including budget administration.
- Supervising volunteers and trainees as projects require.

Who we are looking for

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

- Working knowledge of Adobe Creative Suite and video editing software.
- Proven expertise in researching and developing content for diverse digital platforms.
- In-depth understanding of media production workflows and dependencies.
- Skilled in proofreading, web writing, and multimedia content creation.
- Understanding of digital storytelling techniques to create immersive, engaging, and meaningful narratives tailored to diverse audiences.
- Experienced in asset management and CMS administration
- Excellent written and editorial skills with ability to write and present interesting, clear and accurate information for audiences
- Good organisational and time management skills
- Ability to plan and work on own initiative

It would also be great if you have:

- Educated to degree level, or equivalent in Digital Media, or equivalent qualification and practical experience
- Working knowledge of Adobe Creative Suite and video editing software.
- Passion for Scottish art, culture and heritage.
- Copyright and licensing procedures and negotiation requirements.
- Knowledge of best practices in design thinking, information architecture and user experience.
- Familiar with commitments relating to equality, diversity and inclusion.

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.

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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

£29,888 - £32,602 per annum pro rata (pay award pending). Starting salaries will normally be at the minimum rate depending on experience.

Hours

3 days (21 hours) per week excluding a one-hour unpaid lunch break each day. Actual working days can be discussed during the interview stage. 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 pro rata (including public and privilege holidays). After 5 years your annual leave will increase to 41.5 days pro rata.

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,

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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, 01 April 2025.

Please note that interviews are likely to be held week commencing 14 April 2025.

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