



## Multimedia Editor

Full-time and Permanent

Salary £29,888 - £32,602 per annum

Plus generous benefits package

Hybrid / flexible working

### About the role

Are you a talented multimedia professional with a passion for creating high quality content? Do you have the creative ability and technical expertise to bring stories to life? If so, we'd love to hear from you.

This is an exciting opportunity to join our Digital Team and play a key role in helping us to elevate the production of compelling digital content across our platforms and exhibitions. Working closely with colleagues across the organisation, you'll enhance production workflows while delivering high quality and engaging experiences for our audiences.

We are looking for someone with excellent communication and interpersonal skills, along with significant technical expertise in video and audio software. You should have extensive knowledge of essential equipment required for the role, including cameras, lenses, audio workstations, and lighting. A strong understanding of file formats for export and storage, as well as publishing of interpretive media is also required to ensure content aligns with our house style and processes.

In this role you will assist with the postproduction on multimedia content, creating rough and final cuts of video and audio content. You'll support video shoots, audio recording sessions, and other special events including live broadcasts. Additionally, you will help maintain our digital video and audio archive, ensuring metadata for files is accurately recorded. You will ensure quality and consistency following our guidelines and best practices across media and platforms.

### The difference you'll make

As part of the team, you will work collaboratively on the direction of high standard filming/recording and postproduction outputs, visible on our partner platforms and in-gallery paying exhibitions. Along with the team, you'll be accountable for ensuring the provision of any required equipment and supervision of expert freelance staff. Your duties will include:

- Editing high quality video and audio content for our digital channels aligned to our temporary exhibitions, permanent collection, and other projects.
- Supporting the broadcast of live events including talks and lectures.
- Producing professional content that engages, and is suitable in tone and style for, the different platforms it is aimed at, whether for social media non-specialists, members, or a wider more international audience.
- Developing new content in collaboration across departments and as part of a project team.

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- Maintaining an efficient archiving system for all digital assets created.
- Working with colleagues to generate an inclusive and collaborative environment with an emphasis on continual improvement and cost-effective, techniques and approaches.
- Liaising with colleagues across teams to ensure that content is published to the highest standards and optimised for key audiences.
- Supporting training for colleagues in use of production equipment. Maintaining and coordinating the use of multimedia production equipment.
- Supporting the development and implementation of content strategy working across teams to do so.

## Who we are looking for

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

- Educated to degree level, or equivalent in digital media production, visual or moving image arts, or equivalent qualification.
- Experience of creating video content, specifically in regard to camera operating, lighting, and editing.
- Technical expertise with media editing tools and software, such as Adobe Premiere Pro and other Creative Suite applications, Final Cut Pro, DaVinci Resolve and Microsoft Office Suite.
- Excellent communication skills and an ability to manage and develop good relationships with external clients and customers.
- Strong organisational and prioritisation skills.
- Understanding of new developments in digital storytelling, technologies, and delivery.
- Strong interpersonal skills with a collaborative attitude and understanding of the issues involved in working in partnership.
- Strong creative and editorial skills; impeccable writing, editing, and proofreading skills.
- Good organisational and time management skills.
- Ability to plan and work on own initiative.

## It would also be great if you have:

- Knowledge of National Galleries of Scotland collection.
- 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.

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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**

£29,888 - £32,602 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. However, you'll 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 Monday, 10 February 2025.**

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