



## Assistant Curator, Portraiture and Photography

Full-time and Permanent

Salary £29,888 - £32,602 per annum

Plus generous benefits package

Hybrid/ flexible working

### About the role

We have an exciting opportunity within our enthusiastic and dedicated Collection & Research team. We're looking for a highly motivated and organised individual to assist colleagues in the Portraiture and Photography curatorial team with all aspects of curatorial work.

Do you have a strong interest in an art historical subject area related to the National Galleries of Scotland portrait and/or photography collections? Are you keen to develop your skills, knowledge and experience across a variety of curatorial activities? Do you have the ability to take the initiative together with proven experience of meeting deadlines? If so, we want to hear from you.

In this role you'll assist with all aspects of curatorial work relating to the collection and programme associated with the Portraiture and Photography curatorial team. This will include assisting with the research, organisation, administration and delivery of exhibitions and collection displays; researching artworks in the collection and answering public enquiries. You'll also facilitate access for visitors to view artworks not on display, support the acquisition programme and help to develop and create interpretation about the portrait and photography collections for our audiences. You'll be guided and supported by the Portraiture and Photography curatorial team in carrying out the responsibilities of the role.

### The difference you'll make

As the Assistant Curator, Portraiture and Photography, you will assist colleagues in the Portraiture and Photography curatorial team with all aspects of curatorial work.

- Work closely with colleagues in departments across the National Galleries of Scotland in the organisation, administration and delivery of the exhibition programme for the portrait and photography collections.
- Assist with the due diligence, collection audit and review programmes in collaboration with curatorial, collections management and conservation colleagues.
- Support artwork changes for existing collection displays.
- Facilitate access to the collection in our public study spaces, for individual researchers and group visits.
- Share information on the collection with our audiences and partners, including answering research enquiries about the collection.
- Undertake directed research, including on provenance, into the collection and potential acquisitions.

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- Develop a research specialism related to the National Galleries of Scotland portrait and/or photography collections.
- Create and update collection acquisition, loan and object records.
- Write in-gallery and online interpretation about the collection for our focus audiences meeting the National Galleries of Scotland tone of voice, interpretation framework and editorial processes.
- Liaise with collections management colleagues to ensure the highest standards of care and protection for the collection.

### **Who we are looking for**

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

- A degree or equivalent in art history or a related subject.
- A strong interest in a subject area relevant to the National Galleries of Scotland portrait and/or photography collections.
- Experience of working in a gallery or museum environment and/or evidence of working with art or heritage collections.
- Excellent written and verbal communication skills.
- Excellent organisational and administrative skills, including an ability to prioritise effectively and work accurately without close supervision.
- Ability to work as part of a team and develop and maintain effective working relations with a broad range of people and teams, internally and externally.
- You will be able to demonstrate a commitment to supporting the organisation's equality, diversity and inclusion commitments.
- Proficient IT skills including Microsoft Office 365.
- Ability to take the initiative.

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

- A working knowledge of Axiell Collections or another collections management system.

### **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. 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. Flexibility with working schedule is essential and some early evening work may be required. 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 the Portrait, 1 Queen Street, Edinburgh, EH2 1JD 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,

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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 Monday, 10 March 2025.**

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