

<b>Role:</b> Mackintosh Collections Online Officer	<b>Region / Department:</b> Collections Team
<b>Reports to:</b> Collections Systems Manager	<b>Pay Grade:</b> Grade 5 - £35,800 per annum
<b>Location:</b> Edinburgh, Broadstone Building, 50 South Gyle Crescent, EH12 9LD.  Flexibility to include some working at home and required on-site working in Helensburgh and Glasgow	<b>Type of Contract:</b> Fixed-Term 12 Month Contract. Full-Time, 40 Hours Per Week.
<b>COST CENTRE:</b> Mackintosh Illuminated Project P240034	<b>ACTIVITY CODE:</b> PM1 & PMZ

### **JOB PURPOSE**

This role will play a key role in an initiative to create searchable online access to the Mackintosh and Macdonald collections held at The Hill House and The Mackintosh Tearooms via the NTS website. Creating access to the collections is a strand within the Development Phase of the Trust's NHMF funded Mackintosh Illuminated Project.

There are two key elements to the role. One is to systematically review, edit and prepare for publication, the images and collections data needed to make The Hill House and The Mackintosh Tearooms collections searchable online. This will involve working with the Collections Systems Manager, Digital Collections Asset Manager, NTS archivist, and colleagues at the two properties, to apply the online collections data standard to catalogue records, check digital images, and commission and catalogue additional collections photography where there are gaps. The second will be to work with Collections Management staff and property teams to inventory, photograph and catalogue any collections that have not yet been added to the Collections Management system.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

- Work with colleagues to review and develop the online collections data standard to ensure consistent accessible data across the collections at The Hill House and The Mackintosh Tearooms
- Responsible for a systematic review of The Hill House and The Mackintosh Tearooms collections records in the collections management system.
- Apply the new museum data standard consistently, including editing records and checking image quality
- Ensure The Mackintosh Tearooms collections are fully inventoried and documented on the Axiell database in line with the Trust's collections information policy
- Work with the Digital Collections Asset Manager to carry out a detailed assessment of all relevant collections images in the Digital Asset Management System (DAMS) to identify and remove duplicates
- Plan and deliver a small programme of prioritised re-photography of collections to ensure a consistent standard across the NTS collections – commissioning photographers, managing the logistics of access to collections and the ingest and, working with the Digital Collections Asset Manager, cataloguing of images into the DAMS

- Liaise closely with the Mackintosh Illuminated project team and other key colleagues across NTS, including the Project's Digital Producer and the web agency tasked with creating the new web based collections search.
- Contributing to internal project communications and creating project progress content for social media as required
- Research elements of the Mackintosh and MacDonald collections, to create enriched database content where needed while liaising with project research staff
- Other project and data related responsibilities, as required by the project team

## **REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE**

### **Qualifications**

#### Essential

- A degree in a relevant subject OR demonstrable track record of working in collections management or digital collections setting

#### Desirable

- Post-graduate degree Museum studies or similar

### **Experience**

#### Essential

- Experience of working in collections management, or digital asset management, in an archive or heritage organization.
- Experience of working with collections management databases, such as Axiell Collections, and digital asset management systems
- Excellent skills in MS Excel, including managing large datasets
- Excellent communication skills and experience of working with a variety of internal and external stakeholders
- Analytical skills and scrupulous attention to detail
- Ability to work independently with excellent time management

#### Desirable

- Knowledge of, and demonstrable interest in, the life and works of Charles Rennie Mackintosh and Margaret Macdonald
- Experience of working on a collections online project
- Experience of object handling and inventory

## **DIMENSIONS AND SCOPE OF JOB**

### Scale

- ♦ Responsible for accuracy of data across 4500 database records and digital assets
- ♦ Responsible for inventorying collections to address any gaps in the data in the Axiell database relating to The Hill House and The Mackintosh Tearooms
- ♦ This job may entail some nights away from home, when working on site at The Hill House and The Mackintosh Tearooms when cataloguing collections and supervising photography

### People Management

- No line management responsibilities but will manage contractors when commissioning work

### Finance Management

- Not a budget holder but will contribute to good financial management of the project via robust reporting and planning

### Tools / equipment / systems

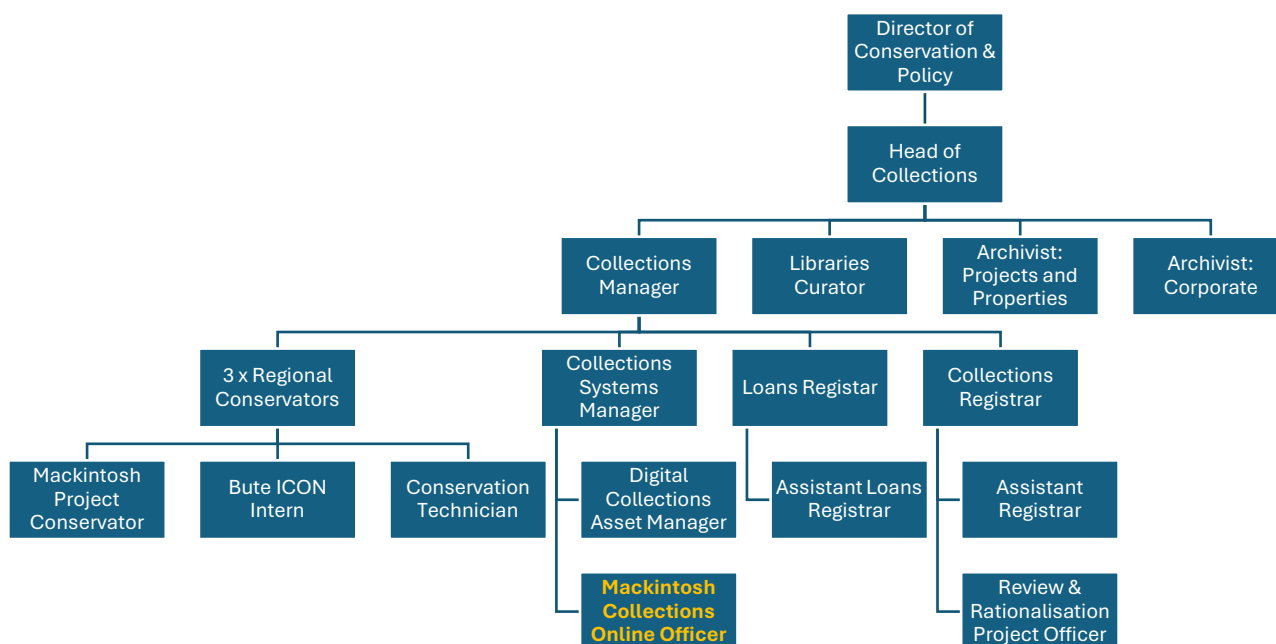
- Axiell Collections – Museums and Archives modules
- Portfolio DAMS

### Example key performance indicators and targets

- Systematically reviewing, editing, creating and enhancing catalogue records to agreed standards and preparing collections information to make it searchable online

### **Place in organisational structure (extract of org chart showing role):**

Role in Collections Conservation and Management team:



**The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.**

## **Applications**

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Department, The National Trust for Scotland, by email via [workforus@nts.org.uk](mailto:workforus@nts.org.uk), by Sunday 15<sup>th</sup> March 2026.

- Please ensure your CV includes your full name and contact details
- The CV file sent to us should be titled with your first initial and surname
- When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example "Collections Online Officer - NTS"

This post is supported with funding from the National Lottery Heritage Fund

