



Senior Registrar Touring Exhibitions

Full-time and Fixed Term to 31 March 2030

Salary £37,614 - £41,138 per annum

Plus generous benefits package

Hybrid / flexible working

About the role

We are delighted to announce a new opportunity for a Senior Registrar to join our Collections Management team. This role will play an important part in helping to lead the delivery of our ambitious international touring exhibitions programme, enabling works from Scotland's national collection to be shared with audiences around the world.

You may already be a Senior Registrar, or a Registrar looking to take the next step in your career. However, you must have hands-on previous experience of delivering international touring exhibitions involving artworks and cultural objects.

We are looking for someone who can take initiative and work autonomously while ensuring managers and colleagues are kept appropriately informed of progress and issues. You'll be confident managing complex projects and problem solving. You will work with a wide range of stakeholders across the organisation, and external partners. Therefore, the ability to build effective working relationships and communicate clearly is essential. You will play a key role in ensuring the touring exhibitions are delivered safely, efficiently and to the highest professional standards.

About the Touring Programme

National Galleries of Scotland is launching an ambitious international touring programme contributing to our aim to make art work for everyone. This new initiative builds on past touring success and increases opportunities for the collection to be shared with audiences across the world. The touring programme is also part of our strategy to grow our income to ensure our future financial sustainability.

Work has already begun and we are now recruiting a number of posts from May 2026 to support taking the touring programme forward. The programme will run initially to 31 March 2030. The success of the initiative will determine next steps for both the programme and the team supporting it.

You will help to deliver this ambitious new initiative. This is an excellent opportunity for a results-driven individual to demonstrate their impact and contribute to shaping the success of the programme.

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The difference you'll make

Working closely with Director of International Partnerships and Head of Collections Management you will help with the development and delivery of the touring exhibitions programme. Reporting to the Head of Collections Management your duties will include:

- Acting as the key point of contact for the touring exhibitions programme. This includes the delivery team, colleagues across the organisation, borrowing venues, and external stakeholders and service providers, ensuring clear and consistent communication.
- Contributing to the development of exhibition MoUs and Contracts, including review of documents, providing recommendations, and adjustments as necessary.
- Preparing exhibitions for tour including liaising with conservators, technicians and curators and other colleagues, managing loan lists, and maintaining all project documentation.
- Contributing to the development of exhibition budgets, including seeking and reviewing estimates from transport and shipping, commercial insurance and other service providers as required.
- Effectively managing the practical delivery of touring exhibitions from start to finish. This will include:
 - contributing to and monitoring exhibition budgets,
 - requesting and reviewing facilities reports,
 - developing schedules and methodologies for preparation, crating, transport, shipping and installation/display requirements in liaison with colleagues, tour partners and shipping and transport agents,
 - ensuring the appropriate insurance/indemnity cover is in place.
- Making sure the organisation is compliant with import/export procedures and all appropriate legislative requirements, collections care guidance and best practise.
- Ensure timely payment of invoices for both outgoing and income; obtain and disseminate visitor numbers from tour partners, carbon calculations and other key sets data as required.

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 an arts-related subject.
- Proven experience developing and delivering international touring exhibitions comprising artworks and cultural objects.
- Knowledge and practical application of national and international sector standards, legislation, and best practice in touring exhibition delivery.
- Understanding of contemporary principles and practice in collections management.
- Practical experience of the application of risk management in relation to art collections, in particular the Government Indemnity Scheme (GIS), international indemnity schemes, and insurance along with awareness of the implications to organisational activities.
- Knowledge of collection data standards and principles around due diligence and spoliation.
- Strong project management skills with the ability to develop, manage, and evaluate costed projects.

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- Excellent communication and negotiation skills, able to work with colleagues and external stakeholders at all levels.
- Ability to work autonomously, using initiative to solve problems while keeping managers and colleagues appropriately informed. Recognition of issues requiring upward referral for information / consultation.
- Tactful, diplomatic, and culturally sensitive. Ability to be a successful ambassador for the organisation both nationally and internationally including travelling nationally and internationally as required.
- Ability to negotiate within and outside the organisation, maintaining excellent relationships with stakeholders whilst pursuing the organisation's interests.
- Pragmatic approach to problem solving and decision making within the bounds of available answers and precedents.
- Good IT skills (basic to intermediate) using MS Office (Word, Outlook, Excel, Teams, and SharePoint). Understanding how these link to a multifunctional collections management system.

It would also be great if you have:

- Knowledge of another language.
- Full driving licence.
- Experience of project evaluation.
- Practical knowledge or experience of Axiell collections management systems.

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

£37,614 - £41,138 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 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, 30 March 2026.

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

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