



Digital Asset Management Assistant

Full-time and Fixed Term (to 31 March 2027)

Salary £32,171 - £35,093 per annum

Plus generous benefits package

Hybrid/ flexible working

About the role

How do you make a world-class art collection easier to discover, share and use?

Do you have experience using a Digital Asset Management system with excellent data management skills? Do you have a strong eye for detail and a good understanding of copyright, image permissions, and GDPR? If you're interested in helping one of the UK's leading art collections make the most of its digital assets, we'd love to hear from you.

As our Digital Asset Management Assistant, you'll be instrumental in managing and improving the data and processes behind our collection of images, videos, and other digital assets. You'll make sure our digital assets are meticulously organised, accurately described and easily accessible, while helping to develop the systems and processes that enable them to be used and shared effectively. This is a hands-on role where accuracy really matters, and where your work will help improve the quality, consistency, and accessibility of our digital collections.

You'll need to be confident working with Digital Asset Management and Collections Management systems, managing and processing data, and working carefully with metadata. You'll also bring a practical understanding of copyright, and images permissions, with the ability to research rights, identify potential issues and support copyright clearance.

You'll work closely with colleagues across the National Galleries of Scotland, including project teams and collections colleagues, so strong communication and organisational skills are just as important as your technical knowledge. You'll be comfortable managing competing priorities, working independently when needed and contributing collaboratively to shared projects.

If you enjoy bringing order to complex information, solving problems and finding ways to improve how things work, this is an opportunity to use your digital asset management, data and copyright skills in a cultural heritage environment – helping more people connect with Scotland's national collection.

The difference you'll make

Reporting to the Copyright Manager, you'll help us improve the quality, consistency, and accessibility of the data behind our digital collections. Your responsibilities will include:

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- Managing batch data processing workflows for metadata, across our Collections Management Systems and Digital Asset Management System.
- Supporting system migration activities by mapping fields, cleaning legacy data, and resolving data quality issues.
- Identifying suitable metadata to enhance records of images of collections, places, and events.
- Assisting with evaluating rights issues for digitised collection material.
- Coordinating copyright clearance support, when necessary, to support ongoing digitisation of the collection.
- Identifying copyright expired and unpublished archive material as well as evaluating 'orphan works' (within information / framework / advice provided).
- Recording and tracking details of permission granted, in our data and imaging systems.
- Drafting, issuing, logging, and monitoring copyright clearance requests and approaches using existing templates.
- Establishing metadata templates and coordinating with project owners to populate them.
- Assisting with administration duties around documenting and reporting on the rights clearance and issuing correspondence.
- Monitoring any data protection and privacy issues arising from any digitised content.

Who we are looking for

To succeed in this role, you'll have experience of working with digital assets and data, with the ability to manage detailed information accurately and consistently. You'll bring a practical, organised approach to your work and be confident working across systems and with colleagues from different teams. You'll have:

- Proven experience of using a Digital Asset Management System with an understanding of how digital assets are organised, described, and managed.
- Good knowledge of Collections Management systems and procedures.
- Awareness of copyright and wider intellectual property issues faced by museums and galleries, e.g. open access initiatives involving Creative Commons and challenges / opportunities relating to AI.
- Excellent IT skills, including MS Office and familiarity with the principles of database management and operation are essential.
- Strong organisational skills with the ability to prioritise competing priorities, and work flexibly under pressure.
- The ability to work independently under own initiative, whilst also working as part of a larger project team with shared collaborative goals.
- Excellent communication and interpersonal skills with a diplomatic and problem-solving approach.
- Excellent attention to detail and a methodical, task-focused approach to your work..

It would also be great if you have:

- An understanding of care and handling of cultural heritage material.
- A working knowledge of online image purchasing /e-commerce and rights and uses licensing.

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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 2.6 million visitors in 2025.

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

£32,171 - £35,093 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. For hybrid working you will be expected to be on site 2 or 3 days a week and the remainder working from home. The actual days on site are flexible but dependant on the needs of the business. We're also committed to supporting flexible working options for everyone which includes flexible working, working remotely and flexitime policies.

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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 may be required to 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, 12 October 2026.

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