Production Assistant

Full-time and Permanent
Salary £29,454 - £30,668 per annum
Plus generous benefits package
Hybrid / flexible working

About the role

We're looking for an enthusiastic and technically minded Production Assistant to help us create exceptional multimedia content and experiences for audiences across Scotland.

Working as part of our Digital & Content Production team, you'll support the production of high-quality audio, video and livestream content that brings our collections, exhibitions and events to life. From setting up cameras and microphones for live broadcasts to supporting podcasts, interviews and digital storytelling projects, no two days will be the same.

You'll work closely with colleagues from across the organisation, as well as external contributors, supporting productions in our galleries, studios and event spaces. Whether you're setting up cameras and audio equipment, assisting with live broadcasts, managing media assets or helping solve technical challenges, you'll play a key role in creating engaging and accessible content for a wide range of audiences.

This role offers the opportunity to develop your production skills across a wide range of projects while working in some of Scotland's most iconic gallery spaces. If you're passionate about media production, digital storytelling and creating engaging audience experiences, we'd love to hear from you.

The difference you'll make

As the Production Assistant, you will:

- Supporting the AV Technician to deliver livestream and in-person events, as part of our audience offer and commercial activities.
- Collaborating with producers, videographers, editors, sound engineer, curators, and event teams to support the successful delivery of multimedia productions and live events.
- Assisting with the setup, operation, and monitoring cameras, lighting, audio, and other production equipment to ensure high-quality content capture.
- Supporting the preparation and organising media assets for post-production workflows, ensuring files are accurately logged, transferred, and archived.
- Maintaining, inspecting, and troubleshooting cameras, lenses, tripods, lighting, microphones, and related production equipment to ensure operational readiness.

- Managing equipment storage, maintenance schedules, and inventory records, ensuring assets are tracked, secure, and available when required.
- Supporting the setup and breakdown of production equipment for studio, location, and event-based shoots.
- Contributing ideas and creative solutions to help improve production processes, content quality, and audience engagement.
- Working collaboratively with colleagues across projects, demonstrating a flexible, proactive, and collaborative approach.
- Keeping abreast of developments in production technology, industry trends and best practice, identifying opportunities for continuous improvement and sharing knowledge where appropriate.
- Supporting the maintenance of accurate equipment inventories and support routine equipment checks, maintenance, and servicing.
- Ensuring equipment is stored, transported, and handled safely and securely.
- Following organisational policies and procedures relating to health and safety, data management, and information security.
- Reporting equipment faults, maintenance requirements, and potential risks in a timely manner.
- Supporting compliance with copyright, accessibility, data protection and health and after requirements across all production activity.

Who we are looking for

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

- Experience, education, or training in video production, media, broadcast, events, or a related field.
- Basic understanding of cameras, lighting, audio equipment, and video production workflows.
- Ability to set up and operate production equipment with guidance and support.
- Strong organisational skills and attention to detail.
- Ability to manage multiple tasks and work to deadlines.
- Good communication skills and a collaborative approach to working with colleagues and stakeholders.
- Confidence working in a hands-on environment and handling technical equipment.
- Willingness to learn new skills and adapt to changing priorities.
- Solid IT skills, including Microsoft Office and file management.
- Understanding of the importance of health and safety when working with production equipment and at events.

It would also be great if you have:

- Experience supporting video shoots, live events, or multimedia projects.
- Familiarity with Adobe Creative Cloud applications, such as Premiere Pro and Audition.
- Experience managing or maintaining technical equipment.

- Knowledge of media asset management and file transfer processes.
- Interest in digital content creation, storytelling, or audience engagement.
- Experience working in a cultural, heritage, museum, gallery, or public-sector environment.
- Gaelic language skills

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 2.6m 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
£29,454 - £30,668 per annum. Starting salaries will normally be at the minimum rate depending on experience.

Hours
35 hours per week Monday to Friday excluding a one-hour unpaid lunch break each day. The role will occasionally require flexibility in working hours, including evening and weekend work. 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 also 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, 23 November 2026.

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