ROYAL SCOTTISH ACADEMY OF ART & ARCHITECTURE

The Royal Scottish Academy of Art & Architecture (RSA) runs a year-round programme of exhibitions, artist opportunities and related educational talks and events which support artists at all stages of their careers. The Academy’s distinguished history is reflected in its extensive collections and archives and has been awarded Recognised Collection status by Museums Galleries Scotland on behalf of the Scottish Government for being a collection of National Significance to Scotland.

Led by eminent artists and architects, the RSA embodies a wealth of professional experience in Fine Art and Architecture with many of its Members taking a leading role in higher education and in many of Scotland’s leading cultural institutions.

In recent years, every aspect of the RSA has been interrogated to ensure that the Academy remains relevant to the needs of today’s artists and architects. Importantly, the Academy continues to evolve, electing new Members, exhibiting new work, developing its collections and supporting and promoting excellence in contemporary Scottish art and architecture.

Post: Programme Assistant – Artist Opportunities (maternity cover)
Reports to: Programme Coordinator
Role: Based within the RSA offices this position will form the continuity for artist opportunities. The position will enable cover for the basic administration of the awards and residencies programme and will include some input to exhibitions.
Hours: Part-time, 4 days per week. (Tuesday to Friday)

Major Tasks/Job Activities
Your key duties will include:-
- Administration of the awards, scholarships and residencies programmes.
- Applicant liaison for awards, scholarships and residencies.
- Liaison with partners and venues (national and international)
- Data management of programme contacts
- Compilation of texts for circulation and advertising
- Liaison with external awards providers
- Collation of artist applications for presentation to awards panels
- Artist liaison for RSA Open and RSA New Contemporaries
- Any other tasks as fitting the role as designated by the Programme Coordinator or Director.

Supervision
- The RSA Programme Coordinator will provide regular input and support to the postholder and will be responsible for monitoring and appraisal systems.

Contacts
- Artists
- Exhibiting Artists
- Members of the Academy
- Educational partners
- Partner venues
- External awards providers
- Staff of Scottish National Galleries
- Royal Scottish Academy staff

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**Required skills / Qualifications**

The RSA is looking for an enthusiastic, confident and creative person with the following skills and experience:

**Qualifications and Experience**
- educated to degree level or equivalent
- a minimum of two years administrative experience
- a knowledge of, and interest in, Scottish contemporary art would be a distinct advantage
- experience of working independently in a small team

**Skills**
- ability to engage with artists on the nuances of applications and presentations
- excellent written and oral communication skills
- a proven track record of excellence in administration
- computer literacy is essential
- good team working skills
- flexible attitude to work

**Creativity**
- The postholder will be expected to be outgoing and professional, representing the RSA and Scottish contemporary artists in many differing situations.

Mentoring assistance and training will be available.

**TERMS AND CONDITIONS**

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<tr>
<th>Salary</th>
<th>£17,000 (pro rata)</th>
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<tbody>
<tr>
<td>Contract Type</td>
<td>Fixed term to 28 February 2018 (Maternity Cover)</td>
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<td>Hours</td>
<td>Tuesday to Friday, part time – 4 days (26 hours) per week.</td>
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<td>Holidays</td>
<td>20 days per annum plus 5 public holidays</td>
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<td>Benefits</td>
<td>Auto enrolment to Pension Scheme</td>
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**Application Process**
Applicants should submit a letter detailing their experience, with accompanying CV including contacts for two referees (one of whom must be the most recent employer).
Send to Colin R Greenslade, Director, RSA, The Mound, Edinburgh, EH2 2EL (colingreenslade@royalscottishacademy.org).

**Deadline for application:** 10am, 5th January 2017
**Interviews:** Tuesday 10th January 2017