**Job Description**

**Job Title:** Assistant Acquisitions Coordinator (RSA Collections)

**Salary:** £23,364 pa (pro rata)

**Hours:** Part time, 3 days per week (9.30am-5pm)

**Reporting to:** Collections Curator

**Location:** Royal Scottish Academy of Art and Architecture, Granton Art Centre.

**About the Royal Scottish Academy**

The Royal Scottish Academy supports art and architecture in Scotland. Founded in 1826, we are an independent, non-governmental institution governed by our Members. Known as Royal Scottish Academicians, our Members are eminent artists and architects.

We aim to support artists and architects in their creative process.

To achieve this, we:
- Uphold best practice in contemporary Scottish art and architecture.
- Maintain a collection, archive and library relating to the history of Scottish art and the activities of the Academy. Recognised as a Collection of National Significance by the Scottish Government, we make our collections publicly accessible.
- Encourage and support emerging artists and architects.
- Inform national debates about visual, cultural and educational issues.
- Promote Scotland's creativity internationally.
- Facilitate understanding and appreciation of the visual arts.

**The Role**

The Assistant Acquisitions Coordinator post will play a key role in preserving, developing, and making accessible the RSA’s significant holdings of material received mainly through gifts and bequests. The role is primarily based with the RSA Collections Department at Granton Art Centre, but will also involve working closely with colleagues at the RSA main office at the Mound, and off-site with artists’ estates and elsewhere. The role has a wide remit involving cataloguing and documentation, accessioning and archiving, digitisation and online access strategies, research and interpretation, exhibition coordination, working with artists and estates and art handling, preservation, and storage coordination.

**Key Responsibilities**

- Assisting with the cataloguing, documentation, archiving and accessioning of gift and bequest collections
- Assisting with Axiell and CMS entry
- Assisting with the rationalisation of gifts and bequests for collections transfer and working with the RSA Mound team in the management of stock for sale and exhibition
- Assisting with art handling and the storage coordination across RSA storage sites
- Coordinating digitisation, image processing and preservation
- Assisting with research, access, interpretation and publishing strategies
- Coordinating website and social media presence
- Assisting with the development, coordination and delivery of exhibitions and other RSA engagement activities
- Assisting with the development of the loan and touring potential of collections
- Liaising across the RSA team and with artists, collaborators and partners
- Any other appropriate duties with the collections and wider RSA team
Person Specification:

We are looking for an entry/early level museum/gallery professional with some knowledge of practice and experience of diverse working methods.

Essential Experience and Knowledge:

- A good first degree or equivalent experience, ideally in the fields of Fine Art or Art History
- A postgraduate qualification or equivalent experience, in museum/gallery/curatorial studies
- Demonstrable track record in curatorial, exhibition or collections work in an arts or cultural venue, gallery or museum.
- Experience of using Axiell CMS and other IT applications (Windows, Excel, PowerPoint and Adobe creative suites)
- Knowledge and experience in museum cataloguing, documentation and archiving practice
- Knowledge and experience in museum preservation and conservation programming
- Experience of public programming using art collections, with experience of handling a variety of art objects and material
- Experience in developing, curating, installing and touring exhibitions
- A high degree of motivation and the ability to work both alone and in and across teams, with excellent inter-personal, communication, organisational and time management skills.

Desirable Experience and Knowledge:

- Knowledge of Scottish art, and accurate research, interpretation, and writing skills.
- Familiarity with using websites and social media for collections and exhibitions promotion

Contract type: Permanent
Probation period: Six months
Notice period: One month
Work pattern: Part time, 3 days (9.30am-5pm)
Pension: Subject to eligibility you will be auto enrolled in our pension scheme.
Holidays: 25 days annual leave per year plus 6 public holidays (pro rata). The leave year runs from 1 January to 31 December.

Applications

Applications should be submitted in the form of cover letter (maximum of two pages) and current CV. Applications must be submitted with two referees noted, one of which should be a current or latest employer. References will only be sought after successful interview. Applications should be submitted by email to Sandy Wood: sandywood@royalscottishacademy.org.

Deadlines for applications: 12pm, Monday 16th January 2023
Applications received after the deadline will not be considered.