

Job Description

Job Title: Programme Assistant (Opportunities)
Salary: £23,364 pa (pro rata)
Hours: 2 days/13 hours per week (part time)
Reporting to: Programme Coordinator
Location: Royal Scottish Academy of Art and Architecture
The Mound
Edinburgh EH2 2EL

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.

We run our year-round programme of exhibitions, artist opportunities and events from our base at the Mound, Edinburgh. Independently funded, the RSA raises income to support artists and architects through a wide range of activities including artwork sales, consultancy services, art rental, supporter groups, corporate sponsorship, bequests and donations.

The Role

The Programme Assistant (Opportunities) will facilitate artist's awards opportunities for the travel, residency and new works programme. The postholder will join the team as the RSA looks toward an exciting period of development and opportunity in the lead up to its 200th anniversary in 2026.

Main tasks:

- Working on the successful planning and delivery of the RSA's extensive awards and opportunities programme
- Liaising with judging panels, applicants and external organisations to make arrangements for all aspects of the award process
- Updating award guidelines and creating application forms. We currently use the digital platform Submittable to manage applications.
- Responding to applicant enquires and providing support with the application process
- Meeting with judging panels to facilitate the selection process. On occasion working days may need to be flexible to accommodate meetings dates.
- Processing documentation relating to applications in line with GDPR requirements and regularly updating our database with relevant contacts

- Updating and maintaining our opportunities webpages and opportunity listings on external websites
- Collating reports and statistics on award outcome
- Contributing to the publicity and marketing of opportunities, in collaboration with other members of the team.

Person Specification:

Experience and Knowledge:

- Educated to degree level or equivalent experience
- A minimum of two years' experience of working in an administrative role
- A knowledge of, and interest in, Scottish contemporary art and/or architecture would be a distinct advantage
- Experience of working effectively with others and independently within in a small team

Skills:

- Attention to detail and high level of accuracy in administrative tasks
- Strong organisational skills and the ability to prioritise workload under pressure.
- Strong verbal and written communication skills
- Ability to prioritise a varied workload and take initiative
- A pragmatic approach to problem-solving.
- An ability to work collaboratively within a small team and multi-task within fast-paced situations.
- Excellent IT skills.

Contract type: Permanent
 Probation period: Six months
 Notice period: One month
 Work pattern: Part-time (2 days or 13 hours equivalent)
 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 Amy Cameron: amycameron@royalsscottishacademy.org.

Deadlines for applications: Monday 16th January 2023, 12pm

Applications received after the deadline will not be considered.

Interviews : Week beginning 23rd January 2023 at The Royal Scottish Academy, The Mound, Edinburgh.

