

About the Royal Scottish Academy

Founded in 1826, The Royal Scottish Academy of Art and Architecture (RSA) is an independently funded organisation which supports the creation, understanding and enjoyment of contemporary art across Scotland. The 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, recognised by the Scottish Government as being of national significance. 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 leading roles in higher education 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, and supporting and promoting excellence in contemporary Scottish art and architecture.

Job Description

Job Title:	Part-time Office Administrator
Reporting to:	Academy Coordinator
Direct Reports:	None
Hours:	Monday – Friday, 9.30am – 2.00pm (22.5 hours)
Location:	Royal Scottish Academy of Art and Architecture, The Mound, Edinburgh, EH2 2EL

Job Purpose

- To provide the initial point of contact for all enquiries and provide professional support and general assistance to the RSA team.
- To support and assist the Academy Coordinator as required and as directed.
- To provide administrative support to the Finance Administrator and the Director.

Key Tasks and Responsibilities

- Manage the RSA reception desk, responding to all enquiries in all media formats in a helpful and timeous manner.
- The overview and management of the daily and annual calendar to assist in planning.
- Undertake minute-taking for the Academy, the RSA Foundation and other meetings as directed.
- Compile, prepare and distribute Academy papers including agendas, minutes, calling notices and appendices.
- Manage and coordinate event mail-outs and outgoing daily mail.
- Oversee day-to-day procurement and management of stationery, office supplies and equipment to ensure the smooth running of the administrative function.
- Manage all aspects of contract service management including IT, recycling, laundry, and photocopiers.
- Manage day-to-day IT and maintenance contract issues.
- Manage the office petty cash on a day-to-day basis.
- Assist with finance administration tasks – invoicing etc.
- Assist the Academy Coordinator with the RSA volunteer and work experience programmes.



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- Assist the Academy Coordinator in the organisation and hospitality arrangements for exhibitions, private views, and other Academy functions.
- Assist the Academy Coordinator in the maintenance and updating of membership information on the database and website ensuring all information is accurate and available.
- Provide the Director and Finance Administrator with administrative support as required.
- Manage the day-to-day upkeep of data systems and databases as directed to ensure information is accurate and available.
- Lead on operational Health and Safety ensuring that risk assessments are completed and recorded as appropriate, and action is taken when required.
- Manage bookings for travel and accommodation as required always ensuring best value.
- Provide refreshments and set up the venues for meetings ensuring that all necessary equipment is available.
- Maintain filing systems both hard copy and digital to ensure information is easily retrievable and available.
- Assist with preparations and access to RSA Friends Room.

General Duties

- To be an ambassador for the RSA, promoting and publicising its work at all times.
- Act at all times in accordance with the provisions of the Health and Safety at Work Acts to take reasonable care for your own health and safety and the health and safety of any person who may be affected by acts or omissions in carrying out the duties of the role or other duties.
- Perform any other tasks as reasonably may be requested.

Decisions made in course of job:

- Responding to telephone/e-mail/in-person enquiries.
- Proactively responding to the administrative needs of the team and related needs for forthcoming meetings and events.
- Prioritising workload and co-ordinating requests.
- Liaising with the NGS staff regarding access for visitors/meeting requirements.

(N.B. This role description is not exhaustive and is subject to review in conjunction with the postholder and according to future changes/developments in the organisation/service.)

Person Specification

Experience and knowledge (Essential)

- A proven track record as a Receptionist, Front Office Representative or similar.
- A proven track record of success in working with others to deliver high quality results to deadlines.
- A keen interest in Scottish contemporary art.



Skills and abilities

- Exceptional interpersonal skills.
- Professional attitude and appearance.
- A keen eye for detail and to ensure high standards whilst working under pressure.
- Ability to work across teams and departments in a collaborative manner.
- Excellent written and verbal communication skills.
- Excellent time management and organisation skills with the ability to manage multiple tasks simultaneously and to work to deadlines.
- The ability to be a proactive self-starter and to use initiative to resolve problems and create solutions to improve results.
- Excellent IT skills.

Contract:	Permanent
Salary:	£25,000 pro rata
Probation period:	Six months
Notice period:	One month
Work Pattern:	Part-time (5 days, 22.5 hours)
Pension:	Subject to eligibility you will be auto enrolled into our pension scheme (5%)
Holidays:	25 days per year plus 6 public holidays (pro rata). The leave year runs from 1 January to 31 December
Location:	The post holder will be based at The Royal Scottish Academy of Art & Architecture, The Mound, Edinburgh, EH2 2EL

Applications: A CV and cover letter detailing candidates suitability for the role should be sent by email to Matt Hill, matthill@royalscottishacademy.org, by 6pm on **Monday 19th May 2025**.

Interviews: We aim to hold interviews with candidates on **Thursday 29th May 2025** and candidates should be available for interview on that day.

The Royal Scottish Academy of Art & Architecture is an equal opportunities employer. We welcome applications from across our diverse communities.

