

Job Description

Job Title: **Gallery Coordinator and Registrar**
Salary: £33,000 + commission-based incentives
Reporting to: Head of Programme
Hours: Full time (Monday to Friday, 9am-5pm)
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 Gallery Coordinator and Registrar is an important role in the RSA's small, busy team. The new postholder will be a key point of contact for our clients and visitors and will oversee the daily running of the gallery. The postholder will join the team as the RSA looks towards its wide-reaching programme to celebrate its 200th anniversary in 2026.

Key Tasks:

Gallery Coordination

- Overseeing the daily running of the gallery.
- Line-management of the gallery team, including support and development of staff.
- Leading the gallery team by example in approachable, knowledgeable visitor service.
- Assisting with the administration and running of gallery events and exhibition openings.
- Being a first point of contact for sales enquiries in the gallery, ensuring clients receive a seamless sales service.
- Ensuring all clients receive the highest level of service from point of sale to completion.
- Assisting with recruiting and training temporary Gallery Assistants for our exhibitions RSA New Contemporaries and the RSA Annual Exhibition.



- Arranging gallery staff rotas and liaising with the wider team to ensure staffing levels are appropriate for the programme.
- Some accounting and banking tasks related to artwork, ticket and publication sales.
- Assisting with publication and merchandise stock management.
- Adherence to health and safety procedures and recommendations of risk assessments.
- Working to provide the best possible visitor experience in close partnership with colleagues at the National Galleries of Scotland.

Registry

- Ensuring the safe and responsible handling, care and storage of artworks.
- Managing the post sales process to ensure that all sold artworks reach clients in a timely, safe and efficient manner.
- Providing an excellent standard of client service throughout the post-sales process.
- Overseeing the movement and documentation of artworks, including packing and shipping.
- Handling import and export processes to ensure the safe and timely transit of artworks.
- Liaising with our shippers and carriers.
- Assisting with the management artwork stock and both inbound and outbound consignments.
- Ensuring all artwork on site and in off-site storage is safely stored and accurately recorded.
- Coordinating the logistics of exhibition installations and liaising with technicians to ensure the safe and timely hanging of artwork.

General Duties

- Representing the RSA at exhibition openings in a positive, professional manner and being an ambassador for the RSA, promoting and publicising its work at all times.
- Acting at all times in accordance with the provisions of the Health and Safety at Work Acts.
- Performing any other tasks as reasonably may be requested.

Person Specification:

Essential Experience and Knowledge:

- At least three years' experience working in a gallery or museum environment.
- Demonstrable client service experience, preferably in an art gallery.
- A sound knowledge of artwork handling and packing, preferably with a range of media.
- Experience of coordinating international shipping.
- Experience of working effectively with others and specifically of line-managing a team.
- A knowledge of contemporary Scottish art and the wider art market.

Desirable Experience and Knowledge:

- Previous artwork sales experience.
- Experience of using databases to manage artwork consignments and stock.
- Experience of dealing with international customs protocol.

Skills:

- A degree level qualification in history of art, museum and galleries studies or a related subject, or equivalent gained experience.
- Excellent communication skills and an outgoing, professional demeanour.
- Confidence in selling, negotiating and understanding client expectations.
- Strong organisational skills and the ability to prioritise workload under pressure.



The Royal Scottish Academy of Art and Architecture The Mound Edinburgh EH2 2EL
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- An ability to take initiative and lead a team during time-sensitive scenarios.
- An exceptional level of attention to detail in all aspects of task completion.
- A pragmatic approach to problem-solving.
- A client-focused mindset with an awareness of professional artwork presentation standards.
- An ability to work collaboratively within a small team and multi-task within fast-paced situations.
- Excellent IT skills, including an ability to handle data in accordance with data protection law.
- A commitment to the mission and aims of the Royal Scottish Academy.

Contract type: Permanent
 Probation period: Six months
 Notice period: Two months
 Work pattern: Full time (9am-5pm), some evening and weekend work may be required, with additional hours recouped through time owed in lieu.
 Pension: Subject to eligibility you will be auto enrolled in our pension scheme.
 Holidays: 25 days annual leave per year plus 6 public holidays. 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 Flora La Thangue: floralathangue@royalscottishacademy.org.

Deadlines for applications: Monday 15 September 2025, 12 noon

Applications received after the deadline will not be considered.

Interviews: Week beginning 22 September at the Royal Scottish Academy, The Mound, Edinburgh.

