

## **Job Description**

Job Title: Project Manager – RSA200, Partners Across Scotland  
Term: Two-year fixed contract  
Hours: Full time (35 hrs) (4 days /28 hrs negotiable)  
Salary: £35,000 (pro rata)  
Reporting to: Head of Collections  
Reports: Project Assistant  
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 a self-funded independent 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.

## **Role Overview**

The 2026 Project Manager post will be responsible for managing and developing the RSA Partners Across Scotland bicentenary project. The project will include over 50 partner organisations who are celebrating their connections to the RSA today and over its 200-year history, across the year of 2026. The role will take in the planning and preparation phase of the project in 2025 and then its delivery throughout 2026. The successful candidate will be expected to manage dialogues with partners on their projects, coordinate aspects of the RSA involvement with partners and draw the wider narrative together for the celebration. They will also assist in collating and coordinating the partners' information for PR, marketing, engagement and online aspects for 2026. This will include the communication, operational and logistical elements of liaising with artists and architects, and providing loans from artists' studios and the RSA collections. This post will also collate and compile evaluation materials for reporting to funders and towards the project review. The role is primarily based within the RSA Collections Department at Granton Art Centre, but will also involve working closely with colleagues at the RSA on The Mound, and off-site working, including occasional visits with project partners across Scotland.

## **Key Tasks and Responsibilities**

- Liaising with all partners in the Partners Across Scotland project and centralizing and coordinating their projects and their involvement.
- Advising and connecting artists and architects with the project and managing the events schedule and delivery.
- Working with the RSA team and PR consultants to deliver the marketing, engagement and PR strategy for the project.
- Managing content for and delivery of the online project hub hosted on the RSA website.



The Royal Scottish Academy of Art & Architecture, The Mound, Edinburgh, EH2 2EL

0131 624 6110 | [info@royalscottishacademy.org](mailto:info@royalscottishacademy.org) | [www.royalscottishacademy.org](http://www.royalscottishacademy.org)

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- Coordinating loan requests to the RSA collections and working with the collections team to plan, schedule and deliver at all stages through conservation, preparation and installation.
- Managing the delivery of the partnership project in 2026 from an RSA perspective, and attendance at required installs, exhibitions and events.
- Developing research and access strategies around the project.
- Managing the 2026 Project Assistant to assist with delivery of the project.
- Providing information and reports to RSA Senior Management.
- Project budget management and operation, and project evaluation.

## **Person Specification:**

We are looking for an experienced arts or museum and gallery professional with a strong background in project management and delivery. They will have knowledge of the Scottish gallery and cultural sector and a keen interest in the promotion of Scottish art and architecture.

## **Essential Experience and Knowledge:**

- Knowledge of Scottish art and architecture and the Scottish gallery and museum sectors.
- Demonstrable track record in curatorial, exhibition or events work in an arts or cultural venue, gallery or museum.
- Experience in project management and delivery of large projects.
- Experience of public programming in the museum and gallery sector.
- High proficiency in IT provision (Windows, Excel, PowerPoint and Adobe creative suites).
- High proficiency in online and in-person meeting environments.
- A proven track record of success in working with others, ideally managing a team, to deliver high quality results to deadlines.
- 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:**

- A good first degree or equivalent experience, ideally in the fields of Fine Art or Architecture.
- A postgraduate qualification or equivalent experience, in museum/gallery/curatorial studies.
- At least 10 years' experience working in the Scottish museum and gallery sector.
- Experience in website design and Axiell CMS databases.
- Familiarity with online and social media promotion campaigns.

Contract type: Project (Fixed-term)  
Project period: 2 years  
Notice period: One month  
Work pattern: Full time (9.30am-5pm) part-time negotiable  
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, Head of Collections: [sandywood@royalscottishacademy.org](mailto:sandywood@royalscottishacademy.org).

Deadline: Tuesday 14 January 2025, 10pm  
Interviews: Thursday 23 January 2025 (shortlisted candidates will be expected to attend an interview at the Royal Scottish Academy in Edinburgh on this day. Online interviews will only be scheduled if considered necessary)



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