

Job Description

Post: Gallery Assistant – Temporary
Reports to: Gallery Coordinator and Registrar
Role: Based within the RSA Galleries this position will provide exhibition supervision and installation assistance for the Royal Scottish Academy exhibitions programme between the dates of the contract (outlined below).
Hours: There are currently several three, four and five day-per-week positions available.
Location: Royal Scottish Academy, 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 Royal Scottish Academy 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.

Role Overview

Your key duties will include:

- Safeguarding the integrity of the artworks on exhibition.
- Assisting with the exhibition installation and take-down.
- Proactively engaging with exhibition visitors to ensure that all visitors have the best possible experience.
- Ensuring the visitor code of conduct is upheld.
- Participating in gallery tours / educational events as and when required.
- Selling tickets and exhibition catalogues (including cash handling and credit card sales).
- Working with artists and participants to assist with exhibition-based events.
- Representing the Royal Scottish Academy and our work in a public setting.
- Sharing knowledge and appreciation of the artworks on view with visitors.
- Ensuring that high standards of presentation are always maintained in the gallery.

Supervision

- The Gallery Coordinator and Registrar will provide regular input and support to the postholder and will be responsible for monitoring and appraisal systems.



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

0131 624 6110 | info@royalscottishacademy.org | www.royalscottishacademy.org

The Royal Scottish Academy is a charity registered in Scotland (No. SC004198)

Contacts

- Members of the Academy (Academicians)
- Royal Scottish Academy staff
- Staff of the National Galleries of Scotland

Required Skills / Qualifications

The RSA is looking for an enthusiastic, confident and creative person with the following skills and experience:

Qualifications and Experience

- A knowledge of, and interest in, Scottish contemporary art.
- Previous retail and/or customer service experience would be desirable.
- Experience of working independently in a small team.

Skills

- Excellent public communication skills and ability to speak confidently about artwork.
- Ability to work independently and prioritise.
- Artwork handling skills and some knowledge of exhibition installation.
- The postholder will be expected to be outgoing and professional, representing the Royal Scottish Academy and Scottish contemporary artists during high-profile exhibitions.

Mentoring assistance and training is available.

Remuneration:	£12.00 per hour, rising to £12.60 from April 2025 Hours worked after 5pm paid at time and a half
Contract Type:	Fixed term: 9 March – 15 June 2025 (exact start date subject to shift pattern)
Shift information:	Monday to Saturday shifts begin at 9:45am, ending at 5pm. Two fifteen-minute breaks and a half hour lunch. Sunday shifts begin at 11:45am, ending at 5pm and one half hour break. Breaks are paid.
Annual leave:	Pro rata annual leave allowance.

Application Process

Applicants should submit a cover letter detailing their experience, with an accompanying CV including contact details for a referee (preferably a most recent employer). Please indicate your preference for how many days a week you would prefer to work with a minimum of three days and what days of the week you are available.

Please submit your application by email to Romey Clark: romeyclark@royal.scottishacademy.org

Application deadline: Sunday 26 January, 12 noon.

Applications received after the deadline will not be considered. We reserve the right to close this advertisement early if we receive a high volume of suitable applications.



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