

Job Description

1. JOB DETAILS:	
Job Title:	Technician [3 days per week / 22.5 hours]
Grade:	£30,000.00 per annum [pro rata]
Reports to:	Executive Director
Prepared on:	August 2025

2. JOB PURPOSE:
<p>The main purpose of the role is to get 300 of the artworks in our Edinburgh art store 'exhibition ready' by undertaking a programme of review, maintenance and repair. You will use an existing Collection Condition Survey as the starting point for developing a plan to assess, prioritise and improve works currently located in the store. Some works will require a level of care and maintenance that can be undertaken in house, for example a new mount, minor frame repairs or the addition of a backboard, others will require external expertise. You will identify and work with external specialists and conservators to support a programme of conservation for those original works that require specialist care. This will include receiving and reviewing relevant documentation, transport and insurance.</p> <p>The aim of this time-limited project is to get works out of the store and on display in health and social care settings across Scotland. All improvements should be documented on our collection database and all works should be clearly labelled as Art in Healthcare property. You will also support the packaging, transportation and installation of artworks in health and social care settings.</p> <p>You will be supported in this work by a Trainee Technician who will be undertaking a Museums and Galleries Technician Modern Apprenticeship at SCQF level 7. This individual will require support and guidance, and you will be responsible for managing their workload and day to day line management, in line with Art in Healthcare policies.</p>

3. JOB DIMENSIONS:		
Staff	Direct Reports:	Trainee Technician [Modern Apprentice]
	Indirect Reports:	N/A

Financial	Funding:	
	Budget:	Materials and conservation budgets

Key Competencies:

Establish and maintain methods of working that keep people and artworks safe and comply with all relevant Art in Healthcare Policies.

Line Manage the Trainee Technician, providing guidance, support and managing workload.

Develop a timeframe, plan and scoring process to inform condition checking, undertaking maintenance and conservation and recording work on database. Deliver on the plan.

Preparation for, and active participation in, steering group meetings [with Executive Director, Heritage Adviser and Collection and Exhibition Lead] and fortnightly meetings with Line Manager.

Keep artwork records up to date on our database.

Coordinate logistics with external specialists e.g. conservators.

Support the packaging, transportation and installation of works in venues across Scotland, with support from the Collection and Communications Coordinator.

Procure equipment, tools, and materials within agreed budget.

Contribute information to support documentation, evaluation and project reporting.

5. JOB CONTEXT:

This role will be based at our store in Leith. It combines practical skills, strong administration skills and the ability to support the learning of a colleague. You will be self-motivated, have attention to detail and take pride in your work. We are also looking for someone who aligns with our organisational values of care, community and creativity.

6. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal: all members of the small team with responsibility for supporting the trainee technician and developing a strong working relationship with the collection and exhibition lead. You will work with the executive director to ensure that the project is fully documented and evaluated, allowing timely project reporting and regular board of trustee

updates. You will work with the finance and operations lead to ensure that all budget matters are dealt with efficiently.

External: a range of external experts and partner organisations. you will be supported by an external heritage advisor.

7. FRAMEWORKS, BOUNDARIES, & DECISION-MAKING AUTHORITY:

The Art Collection Committee must sign off any collection acquisitions or disposals. The committee meets quarterly.

8. QUALIFICATIONS, EXPERIENCE, & SKILLS

Qualifications:

- No formal qualifications are required for this role, instead we value hands-on experience gained through previous roles
- A working knowledge of Scottish art

Experience:

- A minimum of two-years experience of caring for art works or an art collection
- Experience of art handling, ideally including packaging and installation
- Strong technical skills and prior experience of assessing and making improvements and repairs to artworks in a range of mediums including acrylic, oil and watercolour
- An understanding of art conservation and the various services available in Central Scotland
- Experience of working with information management systems or databases
- Experience of working as part of a small team
- Demonstrable experience of supporting individuals at the beginning of their career

Skills:

- The ability to manage a budget
- Able to use Microsoft Office 365
- A good working knowledge of health and safety in the workplace
- A methodical and systematic approach to work
- Accurate record keeping
- Well organised and able to manage a varied workload
- An outgoing, friendly and helpful attitude
- Has initiative and can work alone as well as building strong working relationships and contributing to team goals.
- Is open to learning new things and continued professional development
- An interest in the work of Art in Healthcare

9. BEHAVIOURAL COMPETENCIES:

Core Competencies	Minimum Required Levels
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<ul style="list-style-type: none"> • Working and collaborating with others • Communication • Results Orientation • Evaluating and Solving Challenges 	<ul style="list-style-type: none"> • Intermediate • Intermediate • Foundational • Foundational
Leadership Competencies	Minimum Required Levels
<ul style="list-style-type: none"> • Empowering and developing self and others 	<ul style="list-style-type: none"> • Intermediate

10. TECHNICAL COMPETENCIES

Technical Competencies	Minimum Required Levels
<ul style="list-style-type: none"> • Programme Coordination and Management • Line Management Skills • Technical Skills relevant to collection management 	<ul style="list-style-type: none"> • Intermediate • Intermediate • Intermediate

