

Job Description

1. JOB DETAILS:	
Job Title:	Museum and Galleries Technician Modern Apprenticeship [SCQF level 7] [3 days / 21 hours per week]
Grade:	£22,932.00 [pro rata]
Reports to:	Technician
Prepared or Revised on:	October 2025

2. JOB PURPOSE:
This is an entry level role for an individual who is interested in learning more about the heritage sector in Scotland. This is a job which will pay you a wage as you gain an industry-recognised qualification through work-based learning. You will work in our art store in a role that is very hands-on and will develop technical skills necessary for maintaining and managing an art collection. The main purpose of the role is to get the 300 artworks in our Edinburgh Art Store 'exhibition ready' by undertaking a programme of review, maintenance and repair. You will use the existing Collection Condition Survey as a starting point for developing a plan to review and improve all 300 works currently located in the store. The aim of this time-limited project is to get all 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 be managed and supported in this work by a Technician.

3. JOB DIMENSIONS:		
Staff	Direct Reports:	N/A
	Indirect Reports:	N/A
Financial	Funding:	
	Budget:	N/A
Other		

Key Competencies

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

Good communication skills, able to follow instructions and work as part of a team.

Interested in learning more about an art collection and how to care for it.

Keep artwork records up to date on our database.

Help to coordinate logistics with external specialists e.g. conservators and installers.

Contribute information to support documentation, evaluation and project reporting.

5. JOB CONTEXT:

This role will be based at our store in Leith. It is a role that will support you to develop and enhance practical skills, administration skills and team working. We are looking for someone who is self-motivated, has attention to detail and takes pride in their 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.

External: Museum Galleries Scotland [provider of the apprenticeship], the cohort of other 2025/6 Modern Apprentices and a mentor.

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 are looking for enthusiasm and a willingness to learn something new

Experience:

- Experience of working as part of a small team would be helpful

Skills:

- Able to use Microsoft Office 365
- Able to demonstrate a methodical and systematic approach to work
- Able to manage a varied workload in an organised way
- A friendly and helpful attitude
- Able to build constructive working relationships and contributing to team goals
- Open to learning new things and your own professional development
- An interest in the work of Art in Healthcare

9. BEHAVIOURAL COMPETENCIES:

Core Competencies	Minimum Required Levels
• Working and collaborating with others • Communication • Results Orientation • Evaluating and Solving Challenges	• Basic • Foundation • Basic • Basic
Leadership Competencies	Minimum Required Levels
• Empowering and developing self	• Basic

10. TECHNICAL COMPETENCIES

Technical Competencies	Minimum Required Levels
• Programme Coordination • Following a plan of work	• Foundation • Basic