



ART COLLECTION ASSISTANT - ROLE SPECIFICS

- Part-time, temporary contract*
- Start date 7th Feb 22**/ end date 27th Aug 22 (29 weeks)
- 22.5 hours per week /3 days per week (though can be flexible)
- Salary: £8482.50 (for duration of contract)
- Remote working is possible for some aspects of the job
- Flexible working: You may agree your core working with your Line Manager (over Mon-Fri) except for some essential monthly and weekly team meetings, and the occasional weekend
- Reports to: Art Collections Manager
- **Role duties include (but are not limited to):**
 - Condition Checking Artwork
 - Collecting Artwork from NHSG Venues
 - Preparing Artwork for Exhibition
 - Transporting Artwork
 - Installing Artwork
 - Liaising with NHSG
- On the job training will be provided by Art Collection Manager
- Expected to cover for Art Collection Manager when on leave (within contracted days)
- A laptop will be provided for remote working as well as a desktop in GHAT's office
- Must be willing to travel to different NHSG venues across Aberdeenshire (Fuel will be paid via expenses @ 45p per mile)
- Excellent annual leave policy
- Work at the forefront of arts and wellbeing with a company dedicated to continual improvement

*GHAT intends to make this role permanent upon securing longer-term funding

** Start date will be subject to a full PVG disclosure

THE IDEAL CANDIDATE

- Has an interest in current art gallery/museum practice
- Is someone who wants to support their art practice with a role in an art organisation
- Has relevant training or professional qualifications to degree level in a relevant creative subject
- Must be willing to travel to different NHSG venues across Aberdeenshire regularly
- Has access to a car and holds a driver's license (*business insurance would be necessary due to current restrictions around the use of NHSG pool cars*)
- Has experience in basic art handling; condition-checking, wrapping, preparing for postage and/or exhibition
- Is physically able to move artworks, and often when lone-working
- Has experience in the safe handling and disposal of sharps (glass)
- Has experience in using power tools, primarily cordless drills/sanders
- Is able to take ownership of their role and work unsupervised
- Has excellent written skills
- Can work with volunteers and, on occasions, set and manage volunteers tasks
- Can multi-task and exercise excellent time management skills
- Has ICT skills, including familiarity with ability to use Microsoft packages

[Click here to apply now!](#)

The closing date for applications is the **14th of Jan 22**. Interviews will be held on the **24th of Jan**.
If you have any questions, please contact Fraser MacDonald at fraser.macdonald@nhs.scot