

COLLECTIVE

Community Programme Producer Job Pack 2026



Image: *Mekle Lippis*, Josie KO, part of Satellites Programme, 2024, Collective © Sally Jubb



Unlocking the City Observatory's Heritage is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, the project will allow us to reconnect with the communities around Calton Hill, and create a new, more accessible website.

Collective is recruiting a Community Programme Producer, this exciting new role is funded by The National Lottery Heritage fund (NLHF). The fixed term role will support the Programme Team and wider organisation as we work to deliver a creative programme which seeks to unlock the heritage of our site, and connects communities to our historic location.

We are looking for someone with experience of working with community groups, and an interest in creative learning, heritage and/or visual art.

Collective strives to ensure that our opportunities are accessible to all. If you have any questions, please contact us at recruitment@collective-edinburgh.art and we will direct your question to the best person to answer it.

The closing date for applications is midnight on **Sunday 22 February 2026**.

This job pack provides the following information to help you apply for the job:

- About Collective
- Job Description (key responsibilities and main tasks)
- Person Specification (knowledge, skills, experience)
- Access and How to Apply



Image: *Smashing Monuments*, Sebastian Diaz Morales, Collective 2023 © Eoin Carey

About Collective

For forty years, Collective has offered a supportive, inclusive and nurturing environment for artists to test out new ideas, produce new work and share their work with audiences. An integral part of Scotland's creative ecosystem and recognised nationally and internationally for our programmes with emergent practitioners, we have played a key developmental role in the careers of many Scottish artists, as well as introducing significant international artists to Scotland and the UK for the first time. We continue to support artists at important moments in their careers to produce and share new work - through our sector leading development programme for early-career artists, as well our programme of commissions and exhibitions presented in our City Dome space.

Over the past ten years, we have been through a major transformation, evolving from a small gallery on Cockburn Street to become custodians of one of Edinburgh's most visible heritage sites, City Observatory on Calton Hill, where we now attract in excess of 350,000 visits each year.

The Observatory is an iconic heritage complex, situated in a dramatic landscape at the heart of Edinburgh that offers a unique opportunity to significantly extend and enhance the reach and impact of our programmes with audiences.

The relocation also provided us with the opportunity to establish a family of successful trading enterprises, which reflect and uphold our core values, and bring in vital income to support our programmes and sustain free public access to our common good site.

Over the next five years, we will refocus our programming to play to the strengths of the site, embedding a site-responsive approach to working with artists, and creating new opportunities for artists in the process.

We will prioritise growing engagement with audiences, working to improve communications for general audiences, and to engage key target communities in our neighbourhood and city.

To read more about our Mission, Vision and Values and current and historic programmes please visit our [website](#).



Image: *Collective Gala 2025* © Sally Jubb

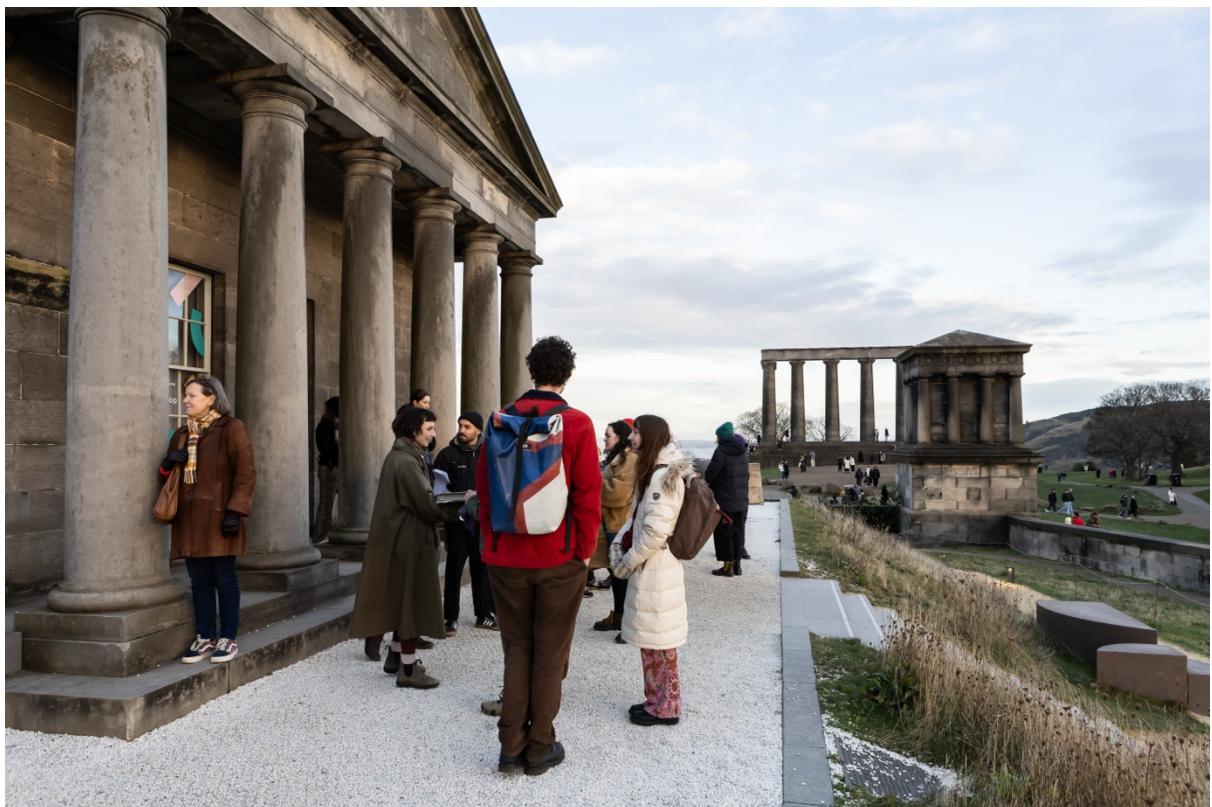


Image: Quinie on Calton Hill © Sally Jubb

Job Description

Job Title:	Community Programme Producer
Salary:	£28,000, pro rata
Duration:	2-year Fixed Term Contract
Reports to:	Programme Manager
Working Hours:	4 days a week, 0.8 FTE. There may be a requirement for occasional flexible working, with additional hours being recouped through TOIL.
Location:	Collective City Observatory & City Dome 38 Calton Hill Edinburgh EH7 5AA
Benefits We Offer:	Membership of a defined contribution pension scheme (subject to statutory qualifying conditions). Annual leave entitlement 25 days holiday and 11 bank holidays each year (pro rata). Staff discount in our shop.
To Apply:	Please fill in the application form via Submittable , where you will need to upload a CV (written or audio), and answer three short questions. We are using Submittable to anonymise the first stage of shortlisting, seeking to minimise unconscious bias in the selection process. Please do not include your name on your CV and application answers to ensure the process is anonymised. Contact recruitment@collective-edinburgh.art if you require assistance with the application process.
Closing Date:	Sunday 22 February 2026
Interviews:	Thursday 26 February 2026

Overview

Collective has been awarded a grant by NLHF to share the story of our unique home in the City Observatory with local audiences through a new website, improved signage, and community engagement work led by this role. In the long-term, the project will lay the groundwork for deeper public understanding of the City Observatory's heritage. By co-developing programming with local groups, we will ensure that our heritage work responds to the needs and interests of our local communities.

The Community Programme Producer will work with the Programme Manager and Programme Team to develop a creative programme which opens up new and diverse perspectives on the histories and heritage of our site, working with communities who are currently underrepresented within our audience.

Since we opened at the City Observatory, our learning and community programmes have primarily focussed on primary school-aged children and we are now looking to expand our reach.

Thanks to funding from the NLHF, the successful candidate will have the opportunity to research best practice in heritage and visual art community programmes, work with the local community to develop pilot projects, and propose a community programme for the future using evaluation from the pilot projects.

We are looking for someone who is confident working both within a small team, and autonomously, as our future community programming will be shaped by the post-holder with the support of the Programme Manager and Director.

In line with our Safeguarding Policy, the Community Programme Producer will need to join the Protecting Vulnerable Groups (PVG) scheme managed by Disclosure Scotland.

Key Responsibilities

- Research and connect with local communities to explore Collective's unique site and heritage.
- Organise community facing heritage projects and link local groups to creative practitioners.
- Evaluate the community projects to help develop a framework for a long-term community learning programme.

Main Tasks

- Organise public-facing learning and heritage events to bring wider audiences to Collective's site.
- Forge introductions with local community groups to introduce them to Collective, who we are and what we do.
- Organise tailored workshops and events for local community groups, both on and off site, related to Collective's programmes and the heritage of the City Observatory and Calton Hill.
- Connect community groups with creative practitioners and heritage activities (this could be artists, gardeners, or historians) to find new ways of exploring Collective's site and history.
- Maintain consistent and strong connections with local community groups to encourage sustained engagement over a long period of time.
- Work with the Programme Manager to manage the project budget.
- Support policy in Learning, Safeguarding, EDI and Access.
- Support and plan events accessibility, for example digital captioning, large print text, transport.
- Work with Marketing and Communications staff on successfully marketing the programmes, producing event copy and resources to communicate Collective's learning and heritage.
- Coordinate the set up and logistics of the programme of events, for example, seating, AV equipment, and hospitality.
- Attend regular programme and staff meetings.
- Support existing evaluation including data collection and surveys. As well as develop and implement new monitoring and evaluation strategies.
- Represent Collective externally as required.
- Work additional hours as required by the fluctuating demands of the role, to be recompensed by TOIL.

Person Specification

Knowledge, Skills, Experience

Essential

- Interest in the work of Collective and the heritage of its site on Calton Hill.
- Experience of building relationships with community groups and working with them in a learning capacity.
- The ability and commitment to work with a wide range of people and communities.
- Experience of working collaboratively with creative practitioners to produce learning events.
- Knowledge and commitment to Equalities, Diversity, Inclusion and Belonging.
- Proven organisational skills in producing community events.
- Good computer literacy (Microsoft Office, design skills a benefit – i.e. Photoshop, Illustrator etc.)
- Ability to prioritise and meet regular deadlines whilst working under pressure.
- Understanding and commitment to Collective's Vision, Mission and Values.

Desirable

- Excellent verbal and written skills to support administration and communications across our programme.
- Knowledge and experience of the contemporary art scene in Scotland and beyond.
- Knowledge of the local heritage connected to Collective and Calton Hill.
- Experience of working within a gallery or museum setting.
- Experience of engaging diverse communities with heritage and/or visual art programmes
- Knowledge of the local area and the challenges facing communities in Edinburgh.
- Experience of budget control.

Personal Qualities and Attitude

- Passionate about the visual arts and heritage and interested in developing new ways to bring together art and audiences.
- Confident and friendly approach to working with a wide range of people and organisations.
- Effective communication and ability to listen and work well within a small and hybrid team.

Access and How to Apply

Access

Collective strives to ensure that our opportunities are accessible to all and recognises that disabilities and restraints on an individual's capacity take many forms and are not always visible. As part of the application process, we invite applicants to complete or adapt the Access Document template available on our website.

A small fund is available for individuals who need support in the completion of their written application. This fund could be used to support applicants who identify as having disabilities or caring responsibilities. Funds can be used toward costs such as additional support in the form of a scribe, proof-reader or assistant, childcare or support with care. Please get in touch to discuss your needs via recruitment@collective-edinburgh.art or 0131 556 1264.

Equality, Diversity, Inclusion and Belonging

Collective believes that a greater diversity of views, skills, and lived experience will help generate better ideas, and will lead to better working. We encourage a diverse range of backgrounds in our staff team, in particular, members with lived experience of socioeconomic disadvantage, or inequality relating to protected characteristics including:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

How to Apply

Please fill in the application form via [Submittable](#), where you will need to upload a CV (written or audio), and answer three short questions. The deadline for applications is Sunday 22 February 2026.

We are using Submittable to anonymise the first stage of shortlisting, seeking to minimise unconscious bias in the selection process. Please do not include your name on your CV and application answers to ensure the process is anonymised.

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