

Programme Coordinator

Job Pack 2025



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

Collective is recruiting a Programme Coordinator. This exciting new role will support the Programme team and wider organisation as we refocus our programming to play to the strengths of our site; and continue to build on our history of supporting artists at a pivotal point in their career, with a focus on devising opportunities to support emergent practitioners. This role is a valuable opportunity for someone committed to developing a career in contemporary visual arts, exhibitions and public programmes.

We are looking for...

- Some experience of working in a gallery or other contemporary visual arts context, with programme team and artists
- Passionate about the visual arts and working to support artists, and bringing together art and audiences

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 Monday 12 May at 5pm.

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

Collective is a free contemporary art space that brings new creative perspectives to the city of Edinburgh.

Founded in 1984, we have a long history of working with artists to develop and share new projects, with a particular emphasis on supporting artists at a pivotal point in their career, including a focus on devising opportunities to support the development and presentation of emergent practitioners.

In 2018, following a major capital development, we moved into our new home in a historic observatory on Calton Hill, opening up one of the most iconic sites in Edinburgh to artists and audiences for the first time. In our first year of operation, we welcomed just under 500,000 visitors.

Our exhibitions programme shares new work by contemporary practitioners from across Scotland and around the world. Our Learning Programme forges new connections with local communities and schools, inviting people of all ages to experience and explore Calton Hill in new ways, with a particular focus on creative play. Our Trading Enterprises (including shop, coffee kiosk, venue hire, holiday home and partnership with acclaimed restaurant) are increasingly important in helping to support and sustain our core charitable mission.

The early years in our new home have been a time of significant change and learning for our organisation, as we expanded to meet the needs of our new site, and then, like so many cultural organisations, adapted and adjusted in response to the challenges of the global pandemic.

Our Programme

Over the next five years we will refocus our programming to play to the strengths of our site and continue to build on our history of supporting artists at a pivotal point in their career, with a focus on devising opportunities to support emergent practitioners.

We will embed a site-responsive approach to working with artists, in our gallery spaces, and across our site and wider landscape, as we explore ways to meet our high footfall audiences, and to offer new opportunities and contexts for artists to make work.

We are committed to the ongoing development of Satellites, our sector leading artist development programme for early career artists in Scotland – which will be central to our future programming.

We want our site and programmes to be open and inclusive to all, and are committed to addressing barriers to access. We are currently taking part in a three-year collaboration with colleagues at Dundee Contemporary Arts and LUX Scotland, with the ambition to build long lasting systemic change in the Scottish arts sector for disabled artists, arts professionals and audiences.

Job Description

Job Title:	Programme Coordinator
Salary:	£24,570, pro rata
Duration:	12-month Fixed Term Contract
Reports to:	Programme Manager
Working Hours:	4 days per week. Generally between Monday and Friday, 9:30am to 5:30pm. 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:	Monday 12 May at 5pm
Interviews:	Week commencing 26 May

Overview

The Programme Coordinator will support the Programme Manager and Programme Team in the development and delivery of Collective's ambitious programme across their unique site and in line with their artistic vision and strategic priorities.

Key Responsibilities

- Support the team with administration and delivery of exhibitions in the City Dome and Hillside galleries, plus the wider programme.
- Support the team with administration and delivery of various events alongside the exhibitions programme, including artist talks, panel discussions, and performances.
- Contribute to the wider development, communications, and delivery of Collective's artistic vision.

Main Tasks

- Support with the care of the exhibitions including regular checks and maintenance as required, liaising with Duty Managers and Welcome Assistants.
- Work with Collective's Facilities Technician and freelance technicians to support the installation and deinstallation of each exhibition to the highest quality.
- Support planning for exhibitions and events accessibility, for example digital captioning, large print text.
- Support the Programme Manager to produce accessible texts for exhibitions and events including help with proof reading.
- Liaise with artists to organise travel and accommodation.
- Support co-ordination of transport and insurance of artworks for exhibition.
- Coordinate the set up and logistics of Collective's events, for example, seating, AV equipment, and hospitality.
- Support the administration and organisation of an open call for Collective's emerging artist's programme.
- Attend regular programme and staff meetings.
- Support with evaluation, including reporting, data collection and note-taking in meetings.
- Work with communications staff on successfully marketing the programmes.
- Assist in preparing information for Welcome Assistants relating to exhibitions, including practical information about the care of the artwork, and wider reading around the artists and exhibitions.
- Assist in the upkeep and organisation of Collective's archive.
- Work within allocated budgets.
- 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

- Knowledge and experience of the contemporary art scene in Scotland.
- Knowledge of and interest in the work of Collective.
- Knowledge and commitment to Equalities, Diversity, Inclusion and Belonging.
- Excellent verbal and written skills to support administration across our programmes and activity.
- Proven organisational skills in supporting programming in a gallery or other relevant arts context.
- 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.
- The ability to work with a wide range of people and communities.
- Experience of working within a gallery setting.

Desirable

- Experience of working directly with artists to produce exhibitions and events.
- Experience of exhibition installation and technical knowledge.
- Knowledge and experience of the contemporary art scene in the UK and internationally.

Personal Qualities and Attitude

- Passionate about the visual arts and an 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.

Access Fund

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

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