

**Job Title:** Art Collection Manager  
**Employer:** Wilhelmina Barns-Graham Trust  
**Location:** Edinburgh  
**Contract:** Full Time, Permanent  
**Salary:** £25,000 to £30,000 commensurate with experience  
**Closing Date:** 4 April 2017

### What you will do

- **Organising collection care and documentation, and maintaining the collection database (TMS)**
  - Ensure that the Trust's art collection is stored and handled appropriately
  - Monitor and maintain environmental conditions
  - Monitor, prioritise and act upon the conservation and framing needs of artworks
  - Ensure all collection management documentation, including the collection database (TMS), is kept up-to-date
  - Conduct audits and produce reports on the art collection from database
- **Assisting in the organisation of exhibitions and loans**
  - Assist curators and researchers to access the collection
  - Prepare artworks for exhibitions and loans, including photography, framing, packing and relevant documentation
  - Condition check artworks before and after transportation
  - Liaise with art couriers, and oversee uplifts and returns
  - Liaise with galleries and other external venues
- **Communications**
  - Assist the Trust in promoting Wilhelmina Barns-Graham and her art
  - Be able to talk about the artist and the collection to visitors
  - Assist with development of social media
  - Other duties as mutually agreed

### What you will bring

The Trust is looking for someone who is familiar with museum environments and knows their way around museum databases (we use Gallery Systems' TMS). You should have an eye for detail, and have direct experience of handling paintings and objects. You should have a postgraduate qualification in Museum Studies with an undergraduate degree in Fine Art, Art History or similar.

As a good communicator you will be expected to assist the trustees in realising the Trust's aims and objectives; to work with the Director to find ways to make the collection readily accessible; to liaise with researchers, curators, students as well as members of arts organisations. Although knowledge of Wilhelmina Barns-Graham is not a pre-requisite, you should be confident in talking about abstract art.

As part of a small team being flexible and able to react to changing circumstances is essential.

### Other information

- The Collection Manager will report to the new Director.
- Staff at BGT work a nominal 37.5 hour week with timing to suit engagement activities. The annual paid holiday entitlement is 20 days, excluding public holidays.
- **NB** The principal place of work will be Edinburgh but the collection is currently housed near St Andrews, Fife. Your first major project will be to direct the moving of the collection to the Trust's new home in Edinburgh in July.

### How to apply

To apply, please email a cover letter with your cv to [info@barns-grahamtrust.org.uk](mailto:info@barns-grahamtrust.org.uk) by end of day 4 April 2017. Please include two references. Interviews will be held in Edinburgh on 19-20 April.

## The Charity

*The Barns-Graham Charitable Trust exists to enhance the reputation and understanding of Wilhelmina Barns-Graham as one of Britain's most significant 20th century artists, and through her legacy supports young people and other individuals to fulfil their potential in the visual arts.*

The Barns-Graham Charitable Trust was established by the artist Wilhelmina Barns-Graham in 1987. Born in St Andrews in 1912, Barns-Graham studied at Edinburgh College of Art during the 1930s before moving to St Ives in 1940. As an important member of the St Ives Group, she was a key figure in the development of post-war British Modernist painting, alongside Ben Nicholson, Patrick Heron, Peter Lanyon, Terry Frost.

Barns-Graham's professional career spanned over 60 years. During this time, she proved herself to be an artist of great variety and energy, constantly experimenting with different media, styles and themes. Upon her death in 2004, Barns-Graham left her estate to the Barns-Graham Charitable Trust. This organisation exists to safeguard the artist's archive of work and promote her legacy, in addition to supporting art and art history students, contemporary artists and researchers.

The Barns-Graham Charitable Trust cares for the contents of the artist's two studios as well as works from her private collection. The collection consists of paintings, drawings, sketches, prints, sculpture and ceramics.

Information about the Trust and its activities can be found at [www.barns-grahamtrust.org.uk](http://www.barns-grahamtrust.org.uk)