

Community Engagement Officer

Contractual Details

Reporting to:	Head of Marketing & Engagement
Location:	Edinburgh Printmakers, Castle Mills, 1 Dundee Street, Edinburgh EH3 9FP. Travel to studios throughout Scotland.
Working hours:	Full time, 37.5 hours a week. Occasional evening and weekend work may be required.
Contract Duration:	Fixed term for 12 months, with potential to extend.
Annual Salary:	£28,700 per annum plus pension contribution.
Annual Leave:	33 days, including public holidays.

Edinburgh Printmakers launched its £10m home in Fountainbridge in 2019. We have since expanded our offer, with new studios and galleries, a dynamic programme of exhibitions, sell-out events and courses, spaces to hire, accommodation for visiting artists, an archive, café, and shop.

Our vision is to help shape a better world through widening access to printmaking and the arts through creating an international centre with world-class facilities and exceptional models of support for artists. Here visitors can connect with our work, and we can connect with the world. Our mission focuses on advancing artistic excellence in print and visual arts practice and sustaining communities of artists to contribute to the cultural life of the nation.

Established in 1967, Edinburgh Printmakers was the first open access print studio in the UK. We are now one of the largest in the world. We play a leading role in connecting studios, workshops, and creative spaces nationally and internationally, enabling high-quality making and social enterprise. As contemporary art researchers, producers, curators, and educators, we are a key agent in the cultural life of Scotland and its capital city.

We receive core funding from Creative Scotland as part of its network of Multi Year Funded Organisations and Strategic Partnership Funding from the City of Edinburgh Council. We fundraise actively, and as a charity with a trading arm all our income is reinvested in our charitable objectives.

Edinburgh Printmakers delivers a wide-ranging programme of community engagement and learning that widens access to printmaking and the visual arts for people of all ages and backgrounds. Working with schools, community and voluntary organisations, artists, and special interest groups, activity focuses on reducing barriers to participation, supporting wellbeing, and creating meaningful opportunities for people to connect with creativity. Our engagement programme is embedded across the organisation and plays a vital role in sustaining communities, celebrating diverse voices and contributing to Edinburgh Printmakers' wider artistic, social, and charitable aims.

Job Description

Main duties and responsibilities

The Community Engagement Officer is responsible for shaping and delivering a programme of community engagement and creative learning activities for Edinburgh Printmakers. This will include working with other arts and voluntary organisations, schools, community groups, and the wider public. A key responsibility will be to contribute to the development of a sustainable engagement model for future delivery. The post holder will also contribute to the formulation and development of sustainable engagement monitoring and evaluating the impact of the organisation's community engagement programmes.

Activities over the next period will include working with people experiencing loneliness and displaced and migrant communities; contributing to the planning and delivery of Edinburgh Printmakers' 60th anniversary programme in 2027, as well as other projects relating to our studio, archive and exhibitions programmes.

Programme Development and Delivery

- Plan and deliver regular community engagement workshops and learning activities at Edinburgh Printmakers and other sites.
- Work with creative teams across the organisation to develop and deliver integrated programmes, including print studio, exhibitions and collections development activities.
- Build an understanding of barriers and motivations to engaging with Edinburgh Printmakers to inform the development of our future programme.
- Offer guidance, information, and practical support to staff and artists to increase the quality, volume, and sustainability of Edinburgh Printmakers' community engagement offer.
- Coordinate the evaluation and reporting of community engagement activities to raise Edinburgh Printmakers' profile and broaden our audiences.
- Work with staff, members, and community stakeholders to develop our next community engagement strategy and action plan, involving a diverse range of communities and local services working together at each stage of planning cycle, from identifying needs and agreeing priorities, through to implementation and evaluation.

Partnerships and Advocacy

- Build, develop and sustain relationships with local organisations including voluntary and cultural organisations, schools, and faith leaders.
- Work with other stakeholders, including Studio Members, to generate ideas, identify, and highlight existing community-led engagement models that support the development and delivery of meaningful activities relevant and accessible to local people.
- Work with the Chief Executive and Head of Marketing and Engagement to develop and support EP Changemakers as Edinburgh Printmakers advocates working with the organisation to shape future strategy and ongoing delivery.

Sustainability, Funding, and Professional Practice

- Work with EP's Chief Executive and Head of Marketing and Engagement to identify funding opportunities.
- Support the process of applying for funding to ensure the future sustainability of our community engagement programme.
- Oversee allocated budgets to ensure expenditure and income is within agreed targets.
- Coordinate freelancers and other partners in the planning and delivery of engagement programmes.
- Develop and maintain a detailed working knowledge of Edinburgh Printmakers' policies and activities; best practice in heritage and gallery education; and outreach and curriculum developments.
- Attend talks, workshops and conferences to gain an overview of developments in this area and remain up to date with best practice, local and national strategies.

Other

- Work within the context of the Equality, Diversity and Inclusion (EDI) policy and plan.
- Support the training of new team members.
- Collaborate with the Studio Coordinator to manage and monitor the use of materials and maintain the Learning Studio in good working condition.
- Any other duties required in line with the grade of the post – including workshop facilitation, delivering tours, and working of events.

Person Specification

Essential

- Relevant qualification or equivalent professional experience in museum/gallery education or community education
- 2 years' work experience in museum/gallery education and/or community education
- A track record of devising, planning, delivering and evaluating access learning programmes and activities within the cultural/arts sector
- Knowledge of arts and heritage access barriers/motivators and methods of overcoming barriers/maximising motivators to increase engagement
- Strong ability to communicate verbally and in writing with the ability to motivate and influence through communications.
- Experience of developing successful partnerships and networks, by bringing people at all levels together from across the cultural, voluntary and community sectors, including artists, engagement practitioners, staff, volunteers and trustees
- Ability to effectively prioritise work and meet agreed deadlines
- Ability to work independently and as part of a team
- Good computer literacy including Microsoft Office software

Desirable

- Sound understanding and knowledge of Edinburgh Printmakers
- A working knowledge of contemporary printmaking practice
- Pedagogy theory and practice in both formal and informal learning
- A sound knowledge of current disability legislation
- Experience in fundraising
- Experience in supervising the work of others
- Full and clean driving licence

Personal Qualities

- Creative, innovative, flexible and adaptable
- Excellent interpersonal skills, able to communicate effectively to a wide variety of audiences including through formal presentations
- Ability to network and build collaborative partnerships and relationships
- Excellent organisational skills and strong project management skills
- Ability to use balanced judgement to make decisions and problem solve effectively
- Motivated to contribute to the wider development of the organisation and work harmoniously and supportively with colleagues and external partners
- Self-driven and committed to personal and professional development

Access

Edinburgh Printmakers will make reasonable adjustments to the office or to working arrangements to accommodate the needs of people with disabilities. Please discuss your access needs with us at any stage in the application process.

Equal Opportunities

All staff members are expected to further, promote, and ensure the implementation of, the Equalities, Diversity, Inclusion Plan.

Commitment to Equality, Diversity, and Inclusion

Edinburgh Printmakers aims to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities, and skills for the organisation. Anyone who meets the requirements of this job is eligible for employment within Edinburgh Printmakers irrespective of age, disability, employment status, gender, health, marital status, sexual preference, membership or non-membership of a trade union, nationality, race, religion, social class, or other non-job relevant personal characteristics.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process as required to reduce any potential barriers faced by applicants and to give them equal access to employment opportunities.

Edinburgh Printmakers will make reasonable adjustments to the office or to working arrangements to accommodate the needs of people with disabilities. Please discuss your access needs with us at

any stage in the application. We welcome applications from disabled and ethnically diverse candidates. We also welcome applications from job sharers.

If you need this application pack in a different format or would like to submit your application to us in a different way, e.g. by video or sound file, please contact us on HR@Edinburghprintmakers.co.uk

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the vacancy.

Working Hours

This is a full time, 37.5 hours a week role. Occasional evening and weekend work is required for events and will be granted as time off in lieu.

Training

A training plan will be developed to support this role.

Application Process

Please submit an up-to-date CV and a 2-page max. cover letter which sets out clearly how you match the skills and experience required for the role. Please also include our Equal Opportunities Monitoring form included as a separate document with this pack.

Your CV and covering letter will be assessed against the person specification and job description, which is the list of requirements for this post. You should ensure your covering letter addresses each point of the person specification, highlighting the relevant skills and experience you have in each of these areas.

Application Deadline: Noon 1 June 2026

Interviews will take place 12 June 2026

Completed applications should be sent by e-mail to: HR@Edinburghprintmakers.co.uk with the job title in the subject line.

If you would like to discuss this role, please contact
roseanne.tye@edinburghprintmakers.co.uk