

EP Spaces Project Officer

Contractual Details

Reporting to:	EP Spaces Project Lead.
Location:	Edinburgh Printmakers, Castle Mills. 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:	£26,780 gross per annum.
Annual Leave:	33 days, including public holidays.

Edinburgh Printmakers is at an exciting point in its development. Our new building has enabled us to significantly expand our offer, with new studios and galleries, a dynamic programme of exhibitions, sell-out events and courses, creative spaces across Scotland, accommodation for visiting artists, an archive, café, and shop. Alongside this we have provided affordable studio space to 300 artists in 10 locations across Scotland through **EP Spaces**. Altogether we have established a community of almost 1000 artists benefitting from our different services.

Established in 1967, Edinburgh Printmakers was the first open access print studio in the UK. We play a leading role in connecting studios, workshops, and artists 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.

Our vision is to help shape a better world through widening access to printmaking and the arts. We have created an international hub with world-class facilities, a strong sense of our heritage, and exceptional models of support for artists. Our mission focuses on advancing artistic excellence in print and visual arts practice and sustaining communities of diverse artists to contribute to the cultural life of the nation.

We are grateful to receive funding from Creative Scotland as part of its network of Regularly Funded Organisations, Strategic Partnership Funding from the City of Edinburgh Council as well as funding from Museums Galleries Scotland. In addition, we received support from the National Lottery Heritage Fund, Creative Scotland, and Social Investment Scotland for our capital project. We fundraise actively, and as a charity with a trading arm all our profits are reinvested in our charitable objectives.

Job Description

Main duties and responsibilities

We are seeking a skilled and enthusiastic individual to join the EP Spaces team. This role will support the coordination and supervision of artists' spaces across Scotland. The post holder will be responsible for managing external relationships, the functionality of spaces for artists and creative practitioners, business clients, and other organisations and their stakeholders, and maintaining project filing systems. The successful candidate will build strong working relationships with artists and creative practitioners, business partners, and sector contacts in each EP Spaces location and at Castle Mills, supporting the effective coordination with the wider team as required. The EP Spaces Project Officer will be a highly organised self-starter, with excellent administration and communication skills. Resourceful and entrepreneurial in their approach, they will be highly motivated to achieve the aims of the EP Spaces strategy.

Artist Studio Coordination

- Provide effective support to artists, partners, and contractors using our EP Spaces properties.
- Plan and deliver tours as well as health and safety inductions for prospective practitioners and partners at off-site spaces across Scotland and conduct compliance spot checks.

Studio Space Supervision

- Conduct risk, fire safety, and health and safety assessments for off-site spaces.
- Supporting the EP Spaces Project Lead in meeting new landlords, surveyors, and contractors.
- Liaise and keeping professional relationships with all of our Building Management associates across all properties.
- Liaise with the EP Spaces Co-ordinator or the EP Spaces Project Lead to get support for any emergencies that may occur across all properties.

Administration & Strategy

- Follow guidelines, procedures, and policies in relation to financial and data management.
- Maintain accurate filing systems and process financial and studio holder paperwork and direct debits for the project.
- Coordinate databases, keeping track of studio holders, memberships, contractors, property information, and other details as needed.
- Work with the staff team to ensure that office systems and procedures are followed.
- Coordinate promotional material relating to the project in collaboration with the EP Spaces Project Lead and Head of Marketing & Engagement.
- Supporting the EP Spaces Project Lead with the delivery of the EP Spaces Strategy and development of the project.

Reporting

- Assist with the documentation and monitoring of activity outputs at each location for reporting and evaluation purposes.
- Supporting with providing information and data about the community of artists and the spaces used needed for presentations for landlords.

Other

- Train new team members on the structure of the project in relation to the artists' coordination and building supervision.
- Attend networking and industry events as required.
- Undertake any other duty or responsibility that may reasonably be allocated by the EP Spaces Lead or Senior Leadership Team.

Person Specification

Essential knowledge and experience:

- Educated to a degree-level in a visual arts subject or relevant professional experience
- Interest, knowledge, and passion for printmaking and the visual arts
- Experience of coordinating artists' studio spaces
- A clean and full UK Driver's Licence, or a commitment to securing a license by the end of 2025.

Desirable knowledge and experience:

- An understanding of health and safety requirements for meanwhile spaces
- Personal and confident communication with a range of artists and landlords/agents

Skills

- Strong administration skills and excellent attention to detail
- Excellent verbal and written communication skills
- Excellent IT and administrative skills
- Commitment to equalities, diversity and inclusion
- Positive and can-do attitude and ability to work well in a small team
- Able to prioritise tasks in a busy working environment

The successful candidate should be able and willing to travel across Scotland to attend the different EP Spaces locations.

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 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, Monday 23 June

Interviews will take place w/c 30 June

Start date: Monday 25 August 2025

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 alina.ologu@edinburghprintmakers.co.uk