

# CULTURE

## PERTH & KINROSS

<b>Job Title:</b>	Engagement Officer – Mary Queen of Scots’ Last Letter
<b>Salary:</b>	TAS7, Fixed SCP 5954 - £35,588.68 per annum pro rata
<b>Location:</b>	Perth Museum and Perth Art Gallery
<b>Working pattern:</b>	18 hours per week
<b>Contract type:</b>	12 months fixed term (externally funded)
<b>Reporting to:</b>	Learning and Engagement Manager

**Job purpose:**

To develop and deliver a high-quality programme of events, learning opportunities, and targeted community engagement initiatives for a range of audiences to increase accessibility and engagement with the temporary display of Mary, Queen of Scots’ last letter at Perth Museum from January to April 2026, as part of the National Library of Scotland’s Centenary celebrations. This is the first time the fragile Letter has been displayed north of Edinburgh in modern history, and the longest period it will be on display in more than 20 years. This is a once-in-a-generation opportunity for the public to see this precious object in real life, and we need a skilled and passionate Engagement Officer to maximise the opportunities of this time-limited display for audiences and Perth Museum alike.

**Key deliverables:**

- Work with the CPK Learning, Events, and Exhibitions teams to develop a programme of events, activities and resources for a range of audiences exploring the themes of Mary, Queen of Scots’ last letter, her reign, and her links to Perth and Kinross.
- Identify key target audiences who would most benefit from deeper engagement with the Letter.
- Recruit and manage external contractors and freelancers (such as artists and performers) to deliver identified events and activities.
- Liaise with colleagues at the National Library of Scotland to ensure the programme is cohesive with the wider NLS Centenary project.
- Develop an attractive on-site visit offer for schools across Scotland to engage with the Letter during this once-in-a-generation opportunity.
- To deepen and widen links with partners and community groups who will benefit from engaging with Mary Queen of Scots last letter.

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- Communicate and collaborate effectively with wider colleagues and teams across the organisation, including Exhibitions, Marketing, Visitor Services, Operations, CPK Exhibitions, Learning, Events and Library teams to ensure a comprehensive programme is created which supports individual team objectives.
- Develop and build new and existing relationships with external stakeholders who would have an interest in the display of the Letter, to maximise the opportunities of this temporary display.
- To collect data and feedback from participants and contribute to reporting to our funders and partners.
- Prioritise customer service, health and safety, and professionalism at all times.

This post will require regular evening and weekend work, and travel to various community venues across Perth and Kinross and Tayside. A flexible approach to hours is required to meet the availability needs of community groups and audiences.

A PVG will be required for the successful applicant, in accordance with updated Scottish law.

### **Knowledge and experience:**

#### **Essential**

- Experience planning, managing, and delivering events in an arts, culture or heritage setting.
- Experience developing and delivering community and or/schools engagement projects.
- Understanding of current best practice in terms of learning and engagement in cultural venues such as museums.
- Demonstrable experience creating and delivering an engagement programme around a specific historical object or theme.
- Proven project management, organisational, and time management skills.
- Experience recruiting and managing external contractors.
- Excellent facilitation skills, and oral and written communication skills for a wide range of external and internal audiences.
- Knowledge of the Curriculum for Excellence and an understanding of the specific requirements of schools when visiting cultural venues.
- Able to work independently and as part of a team.
- Experience using and reporting a range of audience evaluation methodologies.
- Familiarity with good practice in health and safety, safeguarding, and accessibility.
- Experience working on externally-funded and/or time-limited projects with fixed delivery milestones.

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### **Desirable**

- Demonstrable understanding of the cultural and educational landscape in Perth and Kinross and/or Tayside.
- Strong understanding of the history of Mary, Queen of Scots, and 16th-century Scotland more widely.
- Experience producing evaluation reports for external funders.

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