

57424 All posts within cultural heritage and museums services only at Edinburgh Council

I would like to receive a list of all posts within cultural heritage and museums services only at Edinburgh Council, advertised between 1st January 2018 and today, where the remit related primarily to commercial development, commercial income generation, trading, retail, catering, events, venue hire, or other commercial functions within the museums/cultural heritage sphere.

For each post, please provide:

- Job title
- A brief summary of the remit (one or two sentences required only, if available)
- Contract type (permanent, fixed-term, casual)
- Salary, or if not available, the banding or grading pay window advertised
- Year of advertisement

Museums & Galleries

DATE ADVERTISED	JOB TITLE	CONTRACT TYPE	Grade
Feb-25	Visitor and Monument Assistant - Museums & Galleries	Fixed Term	3
Feb-25	Visitor and Monument Assistant Supervisor - Museums & Galleries	Permanent	4
Jan-25	Event/Duty Manager - Museums and Galleries	Permanent	5
Oct-24	Visitor and Monument Assistant - Museums & Galleries	Permanent	3
Aug-23	Retail and Reception Assistant - Museums and Galleries	Permanent	3
Sep-23	Visitor and Monument Assistant - Museums & Galleries	Permanent	3
May-23	Visitor and Monument Assistant - Museums & Galleries	Permanent	3
Jan-23	Retail and Reception Supervisor - Museums and Galleries	Permanent	4
Jan-23	Visitor and Monument Assistant - Museums & Galleries	Permanent	3
Jan-23	Retail and Reception Assistant - Museums and Galleries	Permanent	3
Nov-22	Retail and Reception Assistant - Museums and Galleries	Permanent	3
Jun-22	Visitor and Monument Assistant - Museums & Galleries	Permanent	3
Jun-22	Visitor and Monument Assistant Supervisor - Museums & Galleries	Permanent	4
Nov-21	Retail and Reception Assistant - Museums and Galleries	Permanent	3
Nov-21	Visitor and Monument Assistant - Museums & Galleries	Permanent	3

Feb-20	Visitor and Monument Assistant - Museums & Galleries	Permanent	3
Oct-19	Retail and Reception Assistant - Museums and Galleries	Permanent	3
Nov-19	Visitor and Monument Assistant Supervisor - Museums & Galleries	Permanent	4
Aug-19	Retail and Reception Manager - Museums and Galleries	Permanent	6
Jun-19	Retail and Reception Assistant - Museums and Galleries	Permanent	3
Jun-19	Visitor and Monument Assistant - Museums & Galleries	Permanent	3
Feb-19	Event/Duty Manager - Museums and Galleries	Permanent	5

Event/Duty Manager – Experience required - Team Management, venue management, commercially minded, event management.

Retail and Reception Manager - Experience required - Team Management, Retail management, commercially minded, event management. EPOS systems, cash handling, stock control/ordering.

Visitor and Monument Assistant Supervisor - venue management, commercially minded, event management.

Retail and Reception Supervisor - Experience required - Retail supervision, commercially minded, event management. EPOS systems, cash handling, stock control/ordering.

Visitor and Monument Assistant - Experience required -customer facing, cash handling, events.

Retail and Reception Assistant - Experience required -customer facing, cash handling, stock control, events.

Cultural Venues

Job Title	Duty Manager Bar & Catering
Grade	Grade 5
Status	Permanent
Recruitment	2018 / 2020
Job Narrative	Ensure bars are fully stocked and income opportunities are maximised across cultural and commercial events.

Job Title	Customer Service Supervisor Bars & Catering
Grade	Grade 4
Status	Casual
Recruitment	2018/ 2021
Job Narrative	Oversee bar income generation by ensuring efficient service and maintaining appropriate stock levels.

Job Title	Customer Service Assistant
Grade	Grade 2

Status	Casual
Recruitment	2018 / 2019/ 2021/2022/ 2023/ 2024
Job Narrative	Support income generation by actively selling at events (bar, programmes, and merchandise inc cloakroom) and taking opportunities to upsell when required.

Job Title	Venue Events Coordinator
Grade	Grade 5
Status	Permanent 2019, Fixed-term 2021, Permanent 2023
Recruitment	2019, 2021, 2023
Job Narrative	Primarily responsible for coordinating all contracted events at and includes acting as key venue contact and organiser with clients, internal colleagues, service providers including caterers and other event suppliers, to ensure clarity of event organisation and delivery across the performance venues (Assembly Rooms, Churchill Theatre, Usher Hall, and Ross Theatre).