



Scotland + Venice Programme Manager

Role Description

Role summary: This is a strategic freelance position supporting the delivery of Scotland + Venice 2026 and the development of the wider programme through to 2030. The role is fixed term and will support delivery of the 2026 edition while ensuring continuity, coordination, and shared learning across future Biennale editions.

Location: Edinburgh

Apply by: 12pm, 26 August 2025

Background and context about the project

British Council is the UK's international cultural relations organisation, and we support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide. For 90 years we have shaped brighter futures through education, arts, culture, language, and creativity. Our work in Scotland focuses on art and education, working closely with key Scottish stakeholders on international initiatives.

Scotland + Venice is a major, international project designed to promote the best of contemporary art and architecture from Scotland on the world stage. Founded in 2003 the project supports the development of new work, fosters international connections and exchange, and positions Scotland as a vibrant place for creative and cultural production.

The Scotland + Venice presentation at the 61st International Art Exhibition of La Biennale di Venezia 2026 is led and funded by Creative Scotland, British Council Scotland, and the National Galleries of Scotland, with Creative Scotland awarding funds from The National Lottery. Scotland + Venice is a partnership between Creative Scotland, British Council Scotland, the National Galleries of Scotland, Architecture and Design Scotland, V&A Dundee and the Scottish Government.

Through participation in La Biennale, Scotland + Venice aims to position Scotland internationally as a distinct, dynamic and diverse centre for creative excellence,

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fostering ambitious, innovative work in the fields of contemporary art and architecture, strengthened through international development, professional dialogue, public engagement and cultural exchange.

The aims of Scotland + Venice are:

- **International:** to make a critically relevant contribution to international discourse about art and architecture and generate international opportunities for Scotland's creative sector.
- **High quality work:** To make a strong, globally relevant and distinctive contribution to La Biennale which showcases the best of Scottish art, architecture and design.
- **Raising profile:** To strengthen Scotland's reputation as an ambitious, innovative connected centre for the arts and architecture, internationally open to new ideas and partnerships.
- **Public Engagement:** Strengthen public interest in and engagement with contemporary art and architecture internationally and in Scotland.
- **Development:** To support the creative and professional development of students, artists, architects, curators and producers.
- **Environmental sustainability, Equalities, Diversity, Inclusion and Fair Work:** To maintain and develop a proactive and progressive approach to environmental sustainability, equalities, diversity and inclusion and Fair Work across the project.
- **Governance:** To develop Scotland + Venice to achieve best value for money with clear governance, management and reporting structures.

The priorities of Scotland's first International Cultural Strategy are important to Scotland + Venice as one of the country's most prominent international arts projects. While Scotland + Venice plays a key role in increasing the international recognition of Scotland's artists, it is also a catalyst of developments in Scotland's domestic arts scene.

Following a pause in 2024 to review Scotland's involvement, the Scotland + Venice Partnership have announced our renewed participation in the Venice Biennale for 2026, and a commitment to future editions in 2028 and 2030.

For further information, please visit the S+V website <https://scotlandandvenice.com/>

1. **About the role of the specialist contractor**

The Scotland + Venice Programme Manager will work collaboratively to implement and support and deliver the Programme Plan for the Scotland + Venice Programme for Visual Art 2026-2030. The Programme Plan will respond to the 2024 review of Scotland + Venice undertaken which recommended a refreshed model with a programme focus that centres public engagement.

Working closely with the Head of Visual Arts and the Scotland + Venice Partnership Board, the Programme Manager will provide continuous management and producing support across the Scotland + Venice Programme to embed longer planning timeframes, funding and planning continuity as well as develop consistent and high-level communications across the full programme of Scotland + Venice work, both internationally and in the UK.

The Programme Manager will also support the 2026 edition of Scotland + Venice, working closely with the selected Scotland + Venice Delivery Team and artist(s).

Acting as a main point of contact for Scotland + Venice, the Scotland + Venice Programme Manager will be responsible for the development and implementation of a delivery handbook and associated protocols and policies that will drive and strengthen the delivery and impact of Scotland + Venice across Scotland and internationally.

The role would suit a personable, experienced, collaborative and motivated project manager with knowledge of contemporary visual arts and policy development.

Key Responsibilities

- Scotland + Venice Programme Plan:
 - Prepare and oversee the project schedule and financial framework for the Scotland + Venice Programme for Visual Art for 2026 -2030

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- Prepare digital Scotland + Venice Project Handbook with relevant GANTT charts, milestones, targets, itineraries, key contacts, processes, protocols
 - Identify and support best practice compliance including design, publication and implementation of Scotland + Venice policies and action plans including, Fair Working Policy, Equalities Diversity and Inclusion Policy and Ethical Fundraising Frameworks
 - Develop and coordinate the implementation of the Scotland + Venice Climate Mitigation Framework, working with the S+V Partners, Delivery Team and specialist support
 - Ensure effective monitoring and evaluation and risk management processes are embedded in the Programme
 - Developing evidence of impacts and outcomes from Scotland + Venice 2026-2030 aligned with the priorities of the key stakeholders, the Biennale itself, and the International Cultural Strategy with regular reporting to the Scotland + Venice Partners, with results published to stakeholders
 - Explore the opportunities for sector wide professional networking, peer learning for international working, and increasing knowledge sharing to enhance continuity between editions of Scotland + Venice, for example through conferences or other learning events
 - Explore partnership working to meaningfully present commissioned work on its return, grow audiences (including through schools) and raise awareness and understanding of Scotland + Venice as a national programme of international standing.
- Scotland + Venice Programme Management:
 - Act as a contact point for Scotland + Venice Partners, the Venice Biennale and the Scotland + Venice Programme
 - Support the coordination of the Scotland + Venice Partnership Board, as required
 - Attend and contribute to key governance groups including S+V subgroups when required
 - Coordinate communications and liaise with Comms/PR suppliers

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- Hire or procure necessary equipment and materials, with responsibility for sustainable recycling, reuse and exchange
- Coordinate legacy activities including for example, conference, knowledge-sharing and dissemination
- Specific 2026 Edition responsibilities:
 - Advise on budget preparation & support effective financial oversight and administration
 - Coordinate the Open Call, selection process for the Professional Development Programme (PDP) as well as post-Venice sharing and peer learning opportunities
 - Provide coordination support to the Venice exhibition delivery team
 - Provide coordination support for technical elements of Venice exhibition delivery
 - Manage liaison with the venue
 - Deliver outsourced contracting arrangements (Communications and PR)
 - Support the 2026 Delivery team with fundraising, technical and digital requirements and suppliers
 - Coordinate the onward touring Scotland + Venice artworks, working with the delivery team, Scotland + Venice partners, and touring venues to ensure effective planning, logistics, and audience engagement. (liaising with Scotland + Venice Partners, delivery team, tour venues)

2. Timeline

The contract is for 18 months from September 2025 to March 2027, with a strong likelihood of extension aligned with Scotland + Venice's confirmed commitment to future editions in 2028 and 2030, subject to funding and performance.

Key dates:

Sept – Apr 2026	Planning and delivery
May 2026	S+V opening in Venice
Nov. 2026	Exhibition closes and returns to Scotland
Nov – Mar 2027	Tour planning, evaluation and reporting

3. **Fee & expenses**

The total value of the contract is £39,960 fee for 296 days (£135 p/d) over a period of 18 months

Travel relating to the project will be agreed in advance and related expenses will be covered.

Note: The quotation must remain open for acceptance by the British Council for a minimum of thirty days from the date that it is issued to the British Council in response to the requirement.

4. **Reporting and communication**

The Scotland + Venice Programme Manager will report to the Creative Scotland Head of Visual Arts and liaise with the Head of Arts British Council, Scotland.

The Scotland + Venice Programme Manager will be required to manage the Communications / PR supplier engaged on a contractual basis to support the delivery of the 2026 edition.

The Scotland + Venice Programme Manager will also be required to oversee the Professional Development Programme for the 2026 edition.

Key reports and meeting dates will be agreed in advance with the Scotland + Venice partnership.

5. **Qualifications and experience required**

Essential

- Established programme management and planning skills
- Excellent organisational, time management and administration skills with a meticulous attention to detail
- Strong risk and issues management skills
- Excellent communication skills (both verbal and written)

- Strong interpersonal skills with a demonstrable experience of working respectfully, effectively and sensitively with a diverse range of people.
- Ability to work collaboratively as part of a team as well as independently manage and deliver on objectives
- Experience of managing complex budgets
- Ability to problem solve and deliver at pace and under pressure
- Strong time management and prioritisation skills with the ability to drive and meet key milestones and deadlines
- Experience of working with a board or with a similar governance framework
- Ability to work flexibly
- Ability to travel when required

Desirable

- Experience of working in a complex stakeholder environment
- Knowledge of the Scottish visual art sector
- Understanding of best practice in relation to EDI, Fair Work and Environmental Sustainability
- Experience on working on international projects/international engagement

6. How to apply

Please send your CV, cover letter and the Equal Opportunities Monitoring Form to Christel.VanMeijel@britishcouncil.org by noon on the 26 August 2025.

Please send clarification questions to Christel.VanMeijel@britishcouncil.org by 19 August 2025.

The cover letter should be no more than two sides of A4 and should outline your interest and suitability for the role and highlight relevant experience

In-person interviews will take place between the 3 and 6 September 2025

7. Criteria for evaluation

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- Overall professional qualifications and experience relevant to the consultancy
- Track record relevant to the consultancy
- Approach to carrying out this consultancy
- Value for money

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