



JOB DESCRIPTION

Job Title: DECIPHER Project Assistant (Part-Time)

Department: Education & Community

About the project: The Irish Museum of Modern Art (IMMA) is a partner in the DECIPHER research project. DECIPHER is developing a system called Storyscope which will support the discovery and exploration of cultural heritage collections through story and narrative. DECIPHER is a collaborative project funded by the European Union over three years (2011 – 2013). Project partners include Dublin Institute of Technology, National Gallery of Ireland, IMMA, Open University, System Simulation Limited, Brno University of Technology, and the Royal Irish Academy.

Main purpose of the job: The DECIPHER Project Assistant will support IMMA's role and contribution to the DECIPHER project, specifically the organisation and implementation of Storyscope field trials and feedback to the project team. The Project Assistant will be involved in carrying out research for the project, as well as assisting with the preparation of reports, the administration and evaluation of the project, and promoting Storyscope among appropriate user groups.

About IMMA: IMMA is Ireland's leading national institution for the collection and presentation of modern and contemporary art. IMMA presents a wide variety of art in a dynamic programme of exhibitions, which regularly includes bodies of work from its own Collection and its award-winning Education and Community Department. It also creates more widespread access to art and artists through its Studio and National programmes.

Reports to: Head of Education & Community, and programme staff as designated

Main duties:

- To support IMMA's role and contribution to the DECIPHER project.
- To carry out research for the DECIPHER project.
- To assist with the administration and evaluation of the DECIPHER project.
- To contribute to the preparation of project reports and provide feedback on project developments.
- To support the organisation and implementation of field trials of the Storyscope system and feedback to the project team.
- To promote Storyscope among appropriate user groups.
- Some other duties appropriate to the role as may be assigned from time to time.

Person specification:

The DECIPHER Project Assistant will have excellent written and verbal communication skills. They will be capable of multi-tasking while being able to pay attention to detail. They will be a problem solver. They must be able to work under pressure both as part of a team and independently, and be able to prioritise their workload effectively. They will have proven computer skills.

Essential requirements:

- A background in visual art practice, cultural policy and arts administration, art education, or digital media.
- Excellent research and writing skills.
- Strong organisational and interpersonal skills.
- Knowledge of, and experience in, project delivery and administration.
- Knowledge of, and experience in, IT, systems, or new digital media technology.
- Working knowledge of Microsoft Word and other standard office procedures and equipment.
- An interest in art, in particular contemporary practice, and current approaches to museum programmes, collections, and activities.
- Ability to work as part of a team.

Desirable:

- Third level qualification in Art or Humanities.
- Experience of working in a museum or gallery context; experience preferred in the area of museum education and community programmes and projects.
- Knowledge of project evaluation techniques and methods; knowledge of systems trials and their implementation.
- Experience in digital humanities projects.

Terms and Duration: Part-Time; until December 2013

Pay: €11,500.00

Application deadline: 17.00; Friday 15th March 2013

For further information:

Project Website: <http://www.decipher-research.eu/>

Facebook: [facebook.com/Decipher.Project.FP7](https://www.facebook.com/Decipher.Project.FP7)

Twitter: @Decipher_FP7

Applications via email to: decipher@imma.ie

Applications via post to:

DECIPHER project, Head of Human Resources, Irish Museum of Modern Art
Royal Hospital, Military Road, Kilmainham, Dublin 8