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IMMA RESOURCES

VACANCY AT IMMA

REF: COL/CUR1

IMMA (Irish Museum of Modern Art) is Ireland's leading National Institution of Contemporary and Modern Art. Based in its home at the Royal Hospital Kilmainham in Dublin 8, IMMA is celebrated for its vibrant and dynamic exhibitions and engagement programmes and is committed to creating an enjoyable and engaging experience of contemporary art for everyone.

We are now looking to recruit an Assistant Curator to cover for Maternity Leave on a 6 month Fixed Term Contract.

The role will work with the Head of Collections in the development of public programmes at IMMA that use the Collection to create engaging opportunities for a wider public engagement with modern and contemporary art; to assist with Collection management including the documentation, care and development of the Collection, and to ensure that the highest standards of Collections care and management are maintained.

The role is offered on a Fixed Term basis for 6 months. Deadline for applications is **Friday 23rd September**. For more information and how to apply [click here](#).

| ROLE PROFILE | |
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| Job Reference: | COL/CUR1 |
| Job Title: | Assistant Curator Collections: Care & Access |
| Reports To: | Collections Manager |
| Location: | IMMA, Royal Hospital Kilmainham, Dublin 8 |
| Key Terms: | |
| <ul style="list-style-type: none">Fixed Time Contract for 6 month period– Maternity Cover.41.25 Hours Per Week - including paid breaks.Museum Grade: Assistant Curator. Full Time Salary Band (PPC) €24,312 to €43,363.Pensionable. | |
| Purpose of the Role: | |
| <p>Work with the Head of Collections to:</p> <ul style="list-style-type: none">Assist in the development of public programmes at IMMA that use the Collection to create engaging opportunities for a wider public engagement with modern and contemporary artAssist in the display, care and development of the CollectionEnsure that the highest standards of Collections care and management are maintained | |

Key Tasks and Responsibilities:

1. Collection access, research and display

- To assist the Collections team in researching, curating and delivering exhibitions and displays that use the Collection as a starting point, ensuring that they are innovative and excellent and that they are delivered with effective planning and use of resources
- To work with the Head of Collections and Head of Audiences & Development and Collections Team to devise and deliver innovative digital programming that utilizes the Collection and Collection Archive
- To work with the Programme Production Manager and Programme Production team to effectively plan and manage the delivery of Collections exhibitions and displays, ensuring that they receive timely and comprehensive information on planned programmes
- Manage copyright administration relating to the Collection

2. Collections Management

- Working with the Head of Collections, Collections team and Programme Production team, to action Collections Management agreed initiatives and tasks ensuring effective planning and use of resources
- To contribute to the writing and delivery of Collections policies, including acquisitions, loans and disposals and Collections Care, in line with MSPI guidelines
- Address or forward as appropriate public queries relating to the Collection
- To assist the Collections Registrar with:
- Collection audits as required;
 - conservation audits of all works in the collection;
 - condition reporting;
 - scheduling and coordinating with conservators for conservation programmes as required;
 - scope out and lead programme of work to address the audit documentation backlog;
 - assist in updating artwork records and archive for potential use by IMMA staff and outside researchers

3. Content and Communication

- To develop and deliver content relating to the Collection including publications, online content delivery and visitor gallery information
- To work with the Development and Communications teams to provide appropriate, high level information on Collection development and programmes
- Timely and effective communication to other programmers on Collection development and programmes
- Contributing to IMMA's Public Engagement programme through the delivery of talks and lectures

4. IMMA Representation

- Acting as an ambassador and advocate for IMMA at IMMA events and at cultural events nationally
- Supporting IMMA's Development strategy through engagement with donors and corporate partners
- Keeping abreast of developments in contemporary art, visiting galleries and undertaking studio visits in Ireland on behalf of the IMMA programming team

5. Programme Evaluation

- To contribute to the Collection team's evaluation of Collection management and programming

6. Cross Functional

- Member of the Programming Team
- Member of the Programme Production cross-functional team
- Member of Public Engagement cross-functional team

Candidate Profile: Skills and Experience

The following are the key skills and personal competencies required for the role:

Essential

- 3rd Level qualification or relevant experience in a Museum or Gallery
- Experience and knowledge of Collection documentation, care and management systems
- Experience of using Collections Database Systems
- In-depth knowledge of Modern and contemporary art
- Excellent written and verbal skills
- Ability to work as part of a team
- Ability to work under pressure and to multi-task
- Experience User of ICT systems

Desirable

- Experience of using Museum Plus Database

Instructions to the Candidate :

To apply for this role please forward a detailed covering letter, quoting the role reference, with contact information and your CV by email to:

Fiona Brady, Human Resources Officer : human.resources@imma.ie

Please contact Fiona should you need any additional information regarding the role.

The Closing Date for applications is **Friday 23rd September 2016**. Candidate selection will be by initial



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shortlisting and invitation to interview. Interviews are expected to take place on w/b **3rd October 2016**. IMMA is an Equal Opportunities Employer.

Guidance Note for Applicants:

IMMA will select candidates for shortlist based on the criteria set out in the information provided in the Role Profile. You should therefore ensure that your C.V. and your covering letter clearly set out why you are interested in the role and how your skills and experience match the requirements of the set out in the Role Profile.

Other Information

Please note successful candidates are required to be compliant with IMMA's Security and Garda vetting procedures. All qualifications of successful candidates will be verified. Appointment will be on condition of obtaining two satisfactory work references. Successful candidates must be able to demonstrate the Right to Work in Ireland. Guidance can be found on the Irish Citizen's Information Web Site - <http://www.citizensinformation.ie>.