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IMMA RESOURCES

VACANCY AT IMMA

ROLE REF: 2017 COL/CUR2

Assistant Curator – Collections Care and Access

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 a Career Break on a 2 Year Fixed Term Contract.

The role will work with the Head of Collections in the development of access to the Collection through programmes at IMMA that provide 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; to work to maintain the highest standards of Collections care and management.

Deadline for applications is **Friday 28th July 2017**.



ROLE PROFILE	
ROLE REFERENCE:	2017 - COL/CUR2
ROLE TITLE:	Assistant Curator Collections: Care & Access
REPORTS TO:	Senior Curator: Head Of Collections
LOCATION:	IMMA, Royal Hospital Kilmainham, Dublin 8
PURPOSE OF THE ROLE:	
<p>Work with the Head of Collections to:</p> <ul style="list-style-type: none"> • Develop access to the Collection through programmes at IMMA that provide opportunities for wider public engagement with modern and contemporary art; Assist in the research, display, care and development of the Collection • Work to maintain the highest standards of Collections care and management. 	
KEY TERMS OF EMPLOYMENT:	
<ul style="list-style-type: none"> • Fixed Term - 2 Year Contract • 41.25 Hours Per Week (Gross) – 9:15am to 5:30pm • Museum Grade: Assistant Curator. Full Time Salary Band (PPC) €25,312 to €44,363. • Annual Leave 23 days – rising to 25 after 10 years services (excludes Public Holidays) • Pensionable Post (Single Scheme unless other applies) 	
KEY TASKS & RESPONSIBILITIES:	
<p>1. Collection Access, Research and Display</p> <ul style="list-style-type: none"> • 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 utilises the Collection and Collection Archive • To work with the Collections Programmer 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 • Processing image and copyright requests and administration relating to the Collection including Collection related queries from the public and researchers <p>2. Collections Management</p> <ul style="list-style-type: none"> • Work 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 • Process all acquisitions including preparing reports and minutes for the Collections & 	

Acquisitions Committee and ensuring all required paperwork and documentation is in place, in advance of passing to the Registrar

- To assist the Head of Collections with the research and delivery of Collections policies including: Acquisitions, Loans, Disposals and Care of Collections, 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 contribute to 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



KEY RESULT AREAS		
<ul style="list-style-type: none"> Active contribution to the development, curation and care of a world class Collection and Archive at IMMA Effective administration of available resources to support the development, curation care and management of the Collection and Collection Archive. 		
PERSON SPECIFICATION		
	Essential	Desirable
QUALIFICATIONS		
3rd Level qualification or relevant experience in a Museum or Gallery	✓	
SKILLS & EXPERIENCE		
Experience and knowledge of Collection documentation, care and management systems	✓	
Experience of using Collections Database Systems	✓	
In-depth knowledge of Modern and contemporary art	✓	
High-level of expertise of the appropriate IT platforms	✓	
Experience of Using Museum Plus Database		✓
PERSONAL COMPETENCIES		
Specialist Knowledge: Commitment to Professional Standards and own CPD. Seeks and demonstrated Best Practice in Financial Management.	✓	
Attention to Detail: A high level of organisation and a meticulous approach to record keeping	✓	
Communication: Excellent interpersonal, communication and influencing skills. Committed to Customer Service. Seeks and acts on Customer Feedback.	✓	
Team Working The ability to work as part of a team	✓	
Results Driven: Output oriented. Consistently delivers quality results to key deadlines.	✓	
Values: Self Motivated and committed to Public Service Values. Fosters the highest standards of Ethics and Integrity.	✓	
Equality & Diversity: Awareness and Commitment to Equality of Access and Opportunity. Supports and champions diversity in the workplace.	✓	



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Application Process

To ensure equality of opportunity, IMMA follows a systematic, competency-based application process and you are invited to apply by completing the following application forms. Please ensure you complete and return Form A and Form B. Please ensure you mark your application with the appropriate Role Reference.

Download Recruitment Forms (Requires Internet Access)

[Recruitment Form A \(Word Document\)](#)

[Recruitment Form B \(Word Document\)](#)

Completed Application Forms

The Deadline for Receiving Applications is – Friday 28th July 2017

You can return completed forms by email to:

human.resources@imma.ie

or by Post to:

Human Resources
Irish Museum of Modern Art
Royal Hospital Kilmainham
Military Road
Dublin 8, DO8 FW31
Republic of Ireland

Please note CV's will not be accepted for this post. No agencies please.