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IMMA RESOURCES

VACANCY AT IMMA

ROLE REF: 2017-COL/REG3

Senior Registrar - Collections

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 a **Senior Registrar** to join our Collections Team on a Full Time/ Permanent Basis.

Working to the Head of Collections, the role will include control of the collection inventory and to ensure that all systems and procedures meet best museum practice, combined with the delivery of effective Collections Management procedures.

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



IMMA Role Profile	
ROLE REFERENCE:	2017-COL/REG3
ROLE TITLE:	Senior Registrar
REPORTS TO:	Senior Curator: Head of Collections
LOCATION:	IMMA, Royal Hospital Kilmainham, Dublin 8
PURPOSE OF THE ROLE:	
To work with the Head of Collections to fulfil Collection Registrar functions, including control of the collection inventory. To deliver effective Collections Management cross functions and ensure that all systems and procedures meet the highest standards of best museum practice.	
KEY TERMS OF EMPLOYMENT:	
<ul style="list-style-type: none"> • Full Time/ Permanent • 41.25 Hours Per Week (Gross) – 9:15am to 5:30pm • Higher Executive Officer PPC Scale - 47,081 – 48,458 – 49,831 – 51,204 – 52,581 – 53,955 – 55,329 – 57,314(LS1) – 59,294 (LS2) • Annual Leave 29 days – rising to 31 after 10 years services (excludes Public Holidays) • Pensionable Post (Single Scheme unless other applies) 	
KEY TASKS & RESPONSIBILITIES:	
<p>1 Registrar Functions</p> <ul style="list-style-type: none"> • Principal responsibility for the registration, record management and documentation of the Collection • Maintaining a Collection database, tracking movements of all Collection objects and inputting data from Collection files and responsibility for addressing legacy /backlog documentation • To work with the Head of Collections to plan the annual work-plan for the care of Collection • In line with curatorial planning by Head of Collections and Collection Programmer, to process all loans; dealing with requests, issuing paperwork and scheduling preparation of artworks, collection and return from storage • To oversee all packing and transport schedules re the Collection liaising with the Exhibitions team to ensure efficiencies wherever possible • Undertake condition reports as required for all Collection objects and plan and organise conservation, photography, framing as required • Completion of full Inventory on paper and by sight of Collection Objects every 5 years • Assist with annual Audit of Collection by Comptroller & Auditor General’s office and progress ongoing internal audit tasks as appropriate • Overall responsibility for commercial insurance and indemnity cover arrangements for ensuring commercial insurance / Government Indemnity cover, as appropriate, in place for Collection loans inward and outwards 	

2 Collections Management and Storage

- Liaising with Programme Production manager and Store supervisor on all technical requirements around the proper storage onsite and offsite of the collection, and the movements, locations, handling and packing of Collections of works and logistics to facilitate conservation programmes
- Liaising with the Exhibitions team to ensure efficiencies wherever possible
- Monitoring environmental conditions in the galleries and store, notifying curators of changes and checking that any required action is taken. Managing pest control in liaison with the Facilities Supervisor
- Shared responsibility with the Head of Security for ensuring that an active disaster response plan is in place for the Collection in storage and on display and contributing to the overall Museum disaster response plan and related risk management

3 Collection Access, Research and Display

- Working with Collections team to plan logistics of annual programmes of Collections display, research and access

4 Strategic Planning

- To work with the Head of Collections to ensure that the appropriate Collections policies are in place to care for and manage the Collection and to actively contribute to the strategic planning of the Collection's future development
- To actively contribute to the planning of the Collections and Learning Centre

5 Cross Functional Communication

- Timely and effective communication with the Exhibitions Team, Store Supervisor and Programme Production team to ensure co-ordinated planning of technical and transport schedules

6 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

7 Other Responsibilities

- Budget : To liaise with Programme Production Manager to scope, develop budgets and schedules for the Annual work-programme and to manage budgets as assigned by the Head of Collections for conservation, storage and other Collection management-related costs; tracking tracking income and expenditure against budget and providing a monthly report to the Head of Collections
- To supervise interns where required



KEY RESULT AREAS		
<ul style="list-style-type: none"> Accurate and up-to-date Collection records are maintained Systematically address long-standing gaps in Collection records The management of effective systems to ensure that day-to-day management and care of the Collection meets the highest levels of industry standards 		
PERSON SPECIFICATION		
	Essential	Desirable
QUALIFICATIONS		
3rd level qualification in Museum Studies or related topic	✓	
SKILLS & EXPERIENCE		
Extensive experience in Registrar Role in similar organisation	✓	
In depth and practical experience of using a Collections Management database		
Experience of using Museum Plus		✓
Significant experience of Collection Management systems	✓	
High-level of expertise of the appropriate IT platforms	✓	
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.