

ÁRAS NUA-EALAÍNE
NA hÉIREANN
IRISH MUSEUM OF
MODERN ART

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imma.ie

IMMA

ROLE PROFILE

**TEMPORARY HEAD OF
EXHIBITIONS POST**

Ospidéal Rioga
Cill Mhaighneán
Baile Átha Cliath 8
D08 FW31, Éire

Royal Hospital
Kilmainham
Dublin 8
D08 FW31, Ireland

ROLE PROFILE	
Job Reference:	2018 EXH/1
Job Title:	Temporary Head of Exhibitions 6 months Fixed Term Contract Maternity Leave Cover
Reports To:	Director
Location:	IMMA, Royal Hospital Kilmainham, Dublin 8
Key Terms:	
<ul style="list-style-type: none"> Engineer Grade II (ppc effective from 01st October 2018) €60,967; €62,361; €63,750; €65,146; €66,538; €66,908; €68,261; €69,632; LSI €71,864; LSII €74,102 Candidates should note the Irish Museum of Modern Art complies with Department of Public Expenditure and Reform and guidelines on Public Sector pay and conditions of employment and entry level will be at Point 1 of this Grade. 	

Job Scope	<p>The role is responsible for delivering the exhibitions programme, working in conjunction with the exhibition team and provide leadership to the exhibition's team. Other key responsibilities include oversight of budgets and developing key partnerships for exhibitions. Line management of the cross-project management teams, and overall responsibility for management of the exhibitions team budget.</p> <p>The successful candidate will have overall responsibility for delivering the exhibitions programme. S/he will ensure that all Museum exhibitions are planned and delivered efficiently, to the highest possible curatorial standard, and are delivered on time and on budget.</p>
Main Duties: Organisational and Leadership	<ul style="list-style-type: none"> Attend Senior Management Team and other Heads of Department meetings Provide line management support to the Exhibitions team Conduct weekly departmental meetings Meet with Finance monthly to track budgets Review install and de-install process and admin Write the monthly Directors report

	<ul style="list-style-type: none"> • Oversee the adequate Insurance of objects through commercial insurance and applications through the Government Indemnity Scheme, and compiling and filing insurance claims in the event of loss or damage of work • Oversee loan negotiation and administration, and compliance with public procurement; ensure that all loan conditions are fulfilled, in liaison with exhibition team. Oversee transport arrangements, including the monitoring of the tendering process to ensure advantageous terms and conditions and public procurement standards are maintained • Draw up briefs for artists to procurement stage in consultation with the Finance Manager • Secure touring venues for projects originated by the museum and oversee the administration and transport arrangements for exhibitions whilst on tour • Issue appropriate contracts to partner organisations, artists, curators and authors in consultation with the Director • Respond to approaches from outside individuals and organisations with exhibitions • Write up monthly progress reports of exhibitions, budgets and artists update • Lead and manage the exhibition team with the various on-going exhibitions for 2019, including Desire, Doris Salcedo, Jarman, Walker and Walker and Kim Gordon. • Demonstrate team work and communication skills • Professional museums admin administration/progress on exhibitions. • Problems solve exhibition related issues. • Maintain high standards of administration • Attend LTPM meetings, monthly and keep report on progress •
<p>Other</p>	<ul style="list-style-type: none"> • To promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and with dignity and respect, and actively contributing to developments that support the museum's strategy for widening access, inclusion and diversity • Deal with any other duties as deemed necessary by the Director •
<p>Person Specification</p>	<ul style="list-style-type: none"> • Further degree in Art history, MA, Theory Practice, or extensive equivalent experience. • Extensive experience of working with artists and administration museum level. • High level of team management essential. • High level of team work, communication and leadership

	<ul style="list-style-type: none"> • High level of reports and monitoring • Excellent leadership, 5 years plus at senior level • Excellent interpersonal skills • Senior curatorial experience in a significant museum or gallery or as an independent curator / exhibition manager • Extensive knowledge of contemporary art designers and art world networks • Confident public speaker able to represent the museum and its programmes • Proven senior level organisational skills • Ability to work as part of a team and independently, remaining calm under pressure in stressful situations • Excellent communication skills and accuracy in written communication • Impeccable writing skills and proven experience of high-quality contemporary critical writing • Good negotiation skills and the ability to handle sensitive situations with diplomacy • Experience of managing complex projects and budgets within an organisational context and clear process • To be an ambassador for the Museum
<p>Hours of Work</p>	<p>Your normal hours of work will be 41.25 hours per week and will be set out in the Contract of Employment</p>

<p>Candidate Instructions and Application Process</p>	<p>Note: This job description is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. The job description may be reviewed in the light of new structures and / or the changing needs of the Museum.</p> <ul style="list-style-type: none"> • Pay grade & salary: Engineer Grade II (ppc effective from 01st October 2018) €60,967; €62,361; €63,750; €65,146; €66,538; €66,908; €68,261; €69,632; LSI €71,864; LSII €74,102 Candidates should note the Irish Museum of Modern Art complies with Department of Public Expenditure and Reform and guidelines on Public Sector pay and conditions of employment and entry level will be at Point 1 of this Grade. <p>How to apply: Applicants should submit a Curriculum Vitae along with a cover letter by email, outlining how they meet the required criteria to human.resources@imma.ie</p> <p>Closing date for receipt of applications:</p> <p>Tuesday 11th December 2018</p> <p>Job Ref: 2018/EXH1</p> <p><i>IMMA is an equal opportunities employer</i></p> <p><u>Other Information</u></p> <p>Please note successful candidates are required to be compliant with</p> <ul style="list-style-type: none"> ✓ IMMA's Security and Garda vetting procedures. ✓ All qualifications of successful candidates will be verified. <p>Appointment will be on condition of obtaining</p> <ul style="list-style-type: none"> ✓ Two satisfactory work references. ✓ Successful candidates must be able to demonstrate the Right to Work in Ireland.

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