



## **Fixed Term Contract : Maternity Leave Cover**

### **Facilitator, Visitor Engagement Team, IMMA (Irish Museum of Modern Art)**

#### **BACKGROUND**

The mission of IMMA is to connect audiences and art and to provide a space where contemporary life and contemporary art connect, challenge and inspire.

Since its opening in 1991 the museum has rapidly established itself as a significant and dynamic presence in the Irish and international arts arena. It is highly regarded by its peers throughout the world for the range and relevance of its exhibitions, for its innovative use of its growing collection, for its award-winning education and community programme and for its visitor-centred ethos and facilities.

The programme goes beyond the gallery space to harness the full potential of IMMA's home in the buildings and extensive 48-acre grounds of the Royal Hospital Kilmainham (RHK), Dublin, with a programme of live performance, summer festivals, food and gardening that invites the audience into a direct interaction with creativity, and provides a space for debate, inspiration and participation.

#### **THE ROLE**

##### **Purpose**

To actively contribute to the delivery of an internationally recognised Visitor Experience that creates engaging opportunities for audiences of all ages to interact with IMMA, in conjunction with the Head of Audiences and Development.

To work with the Engagement and Learning team to research, plan, facilitate and deliver programmes, working to IMMA's Engagement and Learning Department's priorities and objectives 2 ½ days per week

To work within the Museum retail (Bookshop) operation 2 ½ days per week.

To provide a safe environment for all visitors and employees through due diligence and ensuring that the museum, its property, assets and environs are kept secure through invigilation under the direction of the Head of Security and Facilities.

#### **DUTIES AND RESPONSIBILITIES**

##### **1. Key Duties/Areas of Responsibility**

- Actively engage with all visitors to IMMA, providing information on its galleries, exhibitions and programs
- Communicating the concept of the museum, information on current artists and exhibitions, whether as part of a tour or on an individual basis.
- Dealing with all visitors in responding positively in providing information and promoting the museum's current and forthcoming programs.
- Promotion of the museum's patrons and members programs, current publications and forth coming talks and lectures when working in the galleries or Front of House
- Working with the Engagement and Learning team to prepare facilities and equipment resources needed for the Engagement and Learning programmes
- Delivery of organised tours of exhibitions and engagement and learning programmes to all visitors at a consistently high standard
- Safeguarding the museums property from theft or damage ensuring that the museums visitor guidelines are carried out at all times through effective communication and invigilation.

- Ensuring that all Galleries and exhibitions are open and ready to admit visitors on time by good time keeping and team work
- That all visitors to IMMA are treated with respect and as far as practicable have enjoyed their experience through your interaction with them.
- Work within the museums retail operation to cover existing rest days and staff cover as required.

#### **Communication**

- To be capable of communication and interaction with visitors on all levels
- To be capable of professional and polite communication with all colleagues

#### **Programme Evaluation**

- Liaising with the Departments Supervisors and Curators to provide accurate mid exhibition feedback and Post Exhibition feedback of the visitor experience

## **2. Other Responsibilities**

- To undertake statutory and relevant training as directed by the museum including mandatory Child Protection Training
- To work as part of the Visitor Engagement Team on specific initiatives in association with the Engagement and Learning Team to promote access for all of IMMA's visitors
- Will be required to carry out exhibition related duties such as completion of condition reports minor exhibition maintenance and operation of audio-visual exhibits as required.
- Will be capable of assisting with the museum's disaster and recovery contingency plan where appropriate.
- To operate a program related point of sales as operationally required.
- To follow the museum dress code
- Undertakes to research and deliver informative and educational tours/programmes utilising resources provided by Exhibition Curators and Artists in conjunction with the Engagement and Learning Department

This role profile is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. The role profile may be reviewed in the light of new structures and / or the changing needs of the Museum.

All employees are required to be compliant with IMMA's screening, security and Garda vetting procedures.

## **TERMS AND CONDITIONS**

**Salary Scale: Mediator Public Information Grade (PPC) Scale Point as at 01<sup>st</sup> January 2020 - €30,859; €32,422; €34,104; €36,091; €38,492; €41,059.**

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.

**This is a fixed term contract, maternity leave cover with an immediate start and will expire on 31<sup>st</sup> January 2021.**

**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](mailto:human.resources@imma.ie)

**Closing date for receipt of applications: Thursday, 06<sup>th</sup> August 2020**

**IMMA is an equal opportunities employer.**