



Fellowship Opportunity at IMMA

Fellowship, Engagement & Learning, IMMA (Irish Museum of Modern Art)

Eighteen-month, Full Time Fixed Term Contract

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

As IMMA prepares to celebrate its 30th anniversary in 2021, it seeks to appoint an Engagement & Learning Fellow to join its busy Engagement & Learning team. The Fellow will have the opportunity to help shape this special and highly visible moment in the life of the museum. The Fellow will actively support the coordination and delivery of the museum's engagement & learning programmes and work across other museum departments as required.

DUTIES AND RESPONSIBILITIES

Key responsibilities to be undertaken based on priorities agreed with Head of Department and subject to the needs of the Department/ Programme.

Programme support:

- To work with the Engagement & Learning team in the coordination, production and communication of IMMA's education, public and artists' residency programmes.
- To engage with teams across the museum to assist in the planning and delivery of Engagement & Learning programmes.
- To assist in online and on-site events run by the Engagement & Learning and Digital programmers.
- To assist in creating online content and digital communications across all programmes.
- To act as a liaison between Engagement & Learning programmers and other stakeholders as required.
- To support the planning, coordination and delivery of IMMA's Engagement & Learning programmes including Talks, Events, Schools, Colleges, Public programmes such as Adult, Youth and Family, the Residency and Research projects.
- To work with the Engagement & Learning team to maximise opportunities for access to the museum's resources for participants on all programmes.
- To assist with the management of databases and coordination of communications with attendees and participants on all programmes.
- To establish and maintain good relationships with stakeholders and suppliers.

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

Royal Hospital
Kilmainham
Dublin 8
D08 FW31, Ireland

Board Members

David Harvey – Chairman / Cathaoirleach, Mary Apied, Gerard Byrne, Jane Dillon Byrne, Dermot Dwyer, Emma Goltz, Denis Hickie, Penelope Kenny, Sheila O'Regan and Tim Scanlon.

- To assist the Head of Engagement & Learning with other duties where necessary.
 - Reporting as needed to sponsors' and donors.

This above key responsibilities' 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.

PERSON SPECIFICATION: SKILLS REQUIRED

- A third level qualification in a related discipline.
- Excellent relationship building and communication skills, both written and verbal.
- Demonstrable experience planning and delivering events in a fast paced environment. Experience in fundraising events would be an advantage.
- Experience supporting the delivery of creative marketing campaigns.
- Excellent organisational skills.
- Attention to detail and the ability to be able to communicate passionately about IMMA's programmes and the potential they hold for its audiences.
- Excellent computer skills with experience of website content management systems (Wordpress); PowerPoint; ExCell and email marketing software (Mailchimp).
- Ability to work on own initiative and as part of a team.
- Conscientious, with a positive 'can do' attitude.
- Some experience using ticketing systems would be an advantage.

TERMS AND CONDITIONS

Duration: The role is offered on an eighteen-month full time fixed term contract subject to an agreed probationary period and is pensionable.

Salary: The salary is in accordance with the 1st point of the PPC Executive Officer Grade **€30,278.00**.

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.

The PPC Executive Officer scale = €30,278.00, €32,027.00, €33,028.00, €34,965.00, €36,702.00, €38,380.00, €40,052.00, €41,691.00, €43,346.00, €44,954.00, LSI 1 €€46,613.00, €47,712.00, LS1 €49,275.00, LS2 €50,835.00

Annual Leave: Annual leave will be 25 working days a year. This leave is based on a five-day working week and is exclusive of public holidays.

Hours of Work: The normal hours of work will be 41.25 hours per week (inclusive of breaks) and will be set out in the Contract of Employment.

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

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

Closing date for receipt of applications: Monday, 10th August 2020.

IMMA is an equal opportunities employer.