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## Exciting New Job Opportunity at IMMA (Irish Museum of Modern Art)

IMMA has created a new permanent role of Preventative Conservation Coordinator offering a successful candidate the opportunity to join a forward-looking organisation.

### Post within IMMA's Collection Department

### 1x Preventative Conservation Coordinator

**IMMA**

### Fulltime Permanent Contract of Employment

#### BACKGROUND

The Irish Museum of Modern Art presents itself as Ireland's leading centre for the collection and presentation of artistic expression in Ireland and on the global stage. Rooted in its historic campus, IMMA has pioneered work in Engagement and Learning since its inception in 1991. The 2023- 2027 Strategic Plan: Building Global Connections indicates an organisation which innovates and strives for excellence and the opportunity to boldly imagine how we shape our creative future. This plan provides the impetus and continued momentum to realise our stated vision of being Ireland's leading centre for the collection and presentation of Art. We are looking for someone to join our team to support our key objectives, namely: being a Radically Public Space, a Centre for Research and Innovation, a Global Connector and a Catalyst for Change.

IMMA's programmes provide a space for all generations and communities to engage with creativity, artistic thinking, and cultural meaning. Contemporary art is of our time and helps us understand the world we live in. The role of Preventative Conservation Coordinator will play an important role in supporting the ongoing care of the diverse collection of modern and contemporary art at IMMA. IMMA recognises that it is part of the changing times; deeply rooted in Ireland, but is globally focused with its partnerships, collaborations, programming and collection.

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#### ROLE PURPOSE

Reporting day to day to the Senior Registrar and Collections Manager, the Preventative Conservation Coordinator will play an important role in supporting and coordinating the ongoing care of the diverse collection of modern and contemporary art at IMMA.

The Preventative Conservation Coordinator will work closely with the IMMA Collections team and collaborate with all IMMA departments, as well as external conservation specialists, to ensure the highest possible standards of collections care and management are maintained across all collections in IMMA's care.

The Preventative Conservation Coordinator will be based at IMMA's Royal Hospital Kilmainham site but will be required to work at IMMA's offsite stores in the greater Dublin area and will be responsible for the coordination of practical and advisory preventative conservation at both sites.

IMMA is currently partaking in the Heritage Council's Museum Standards Programme for Ireland (MSPI) and the Preventative Conservation Coordinator role will be important in assisting to develop a new, long-term, sustainable Care of Collections Strategy.

## **PRIMARY OBJECTIVES / KEY RESPONSIBILITIES**

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

- Coordinate the monitoring of and report on environment, lighting, pollutants and pest control in collection storage areas and galleries.
- Report environmental issues in stores and galleries to relevant staff and to Operations, liaising with the Operations Executive and monitoring tickets logged and escalating to management where necessary.
- Liaise with IMMA's environmental monitoring system suppliers to coordinate annual calibration of monitors, supervise install of new monitors where necessary; report issues and troubleshoot problems.
- Review IMMA's pest management in stores and galleries with the Operations Executive
- Conduct condition reports for incoming and outgoing IMMA Collection loans and IMMA Collection exhibition installs and deinstalls as required.
- Coordinate specialist conservation treatments or reports, photography and framing as required for IMMA Collections.
- Act as artwork courier for IMMA Collections as requested.
- Support the Senior Registrar and Collections Manager, alongside the Head of Security in ensuring that an active disaster response plan is in place for the Collection in storage and on display and contribute to the overall IMMA disaster response plan and related risk management.
- Assist with the development and implementation of the Collections Care Strategy with the Head of Collections and the Senior Registrar and Collections Manager, as required.
- Assist the Head of Collections and Senior Registrar and Collections Manager with IMMA's application for Museum Standards Programme for Ireland in regard to preventative conservation and collections care.
- Assist with the development and review of preventative conservation policies and procedures.
- Work with the Collections team to plan annual programmes of Collections display, research, preservation and access.
- Assist in the training of staff on collections care issues.
- Travel nationally and internationally, when required, to condition check IMMA Collection artworks on loan to other organisations.
- Work with the Time-Based Media Artwork (TBMA) Conservator, Senior Registrar and Collections Manager and other IMMA staff to ensure TBMA are cared for to the same standards as other Collection works. This may include:
  - Rehousing of physical TBMA components (e.g., slides, film, tapes, discs, certificates) in archival materials and in appropriate climate conditions.
  - Liaising with the IMMA IT Department and TBMA conservator to ensure the safe storage, access, and backup of all digital TBMA components.
  - Supporting TBMA conservator with other preventative conservation activities including artist interviews and artwork documentation.

## **CURRENT KEY DELIVERABLES**

- Assist the Senior Registrar and Collections Manager to conduct a Care of Collections situation review as per MSPI guidelines by end Q1 2024.
- Carry out condition checks and file condition reports for IMMA artworks prior to loan and display and within 2 weeks following return to storage.
- Prioritise IMMA works for conservation treatment and new storage solutions with the Senior Registrar and Collections Manager by Q1 2024.
- Rehouse physical TBMA components in archival materials by Q2 2024.
- Regular and effective monitoring and reporting on environment, lighting,

- pollutant and pests for storage and display areas.
- Work with the Senior Registrar and Collections Manager, and IMMA operations department to develop an Integrated Pest Management plan across all IMMA sites by Q2 2025.
- Assist with the further development of the IMMA Care of Collections Strategy with the Head of Collections and Senior Registrar and Collections Manager by Q3 2024.
- Maintain and update preservation and conservation records on the Collections Management System in a timely fashion.
- Assist the Senior Registrar and Collections Manager with the upkeep of IMMA's environmental monitoring system to ensure that IMMA collections are stored and displayed in the best possible conditions.
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## QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

- Hold an honours degree or post graduate degree in object conservation in paintings or paper, a part of which included Preventative Conservation (or equivalent).
- Knowledge and two years' experience working with museum collections and experience of collection care in a museum or similar institution.
- Knowledge of Integrated Pest Management and its application in a museum or similar institution.
- Experience of carrying out artwork condition reports.
- Experience of working across multiple museum (or similar institution) departments and supervising contractors.
- Excellent written and oral communication skills, reporting concisely to others on complex topics following analysis of key data.
- Experience of using environmental monitoring systems and the Microsoft Suite of programs including Word, Excel and Outlook
- The ability to plan and work on own initiative.
- Ability to work with colleagues across the museum and share knowledge and skills.
- A practical approach to problem solving alongside the ability to prioritise workload.

Applicable Competency Framework:

[https://www.publicjobs.ie/documents/Executive\\_Officer\\_Competencies.pdf](https://www.publicjobs.ie/documents/Executive_Officer_Competencies.pdf)

**Note:** This job advert is a guide to broad areas of responsibilities and accountability and should not be regarded as a comprehensive listing.

## TERMS AND CONDITIONS

- Duration:** This is a fulltime Permanent Contract of Employment.
- Salary:** The salary is at the full-time superannuated rate of €33,812 per annum, which is referenced to Executive Officer (EO) Standard Scale Point 1 PPC (as at 01<sup>st</sup> March 2023.
- Scale:** € 33,812, 35,714, 36,788, 38,884, 40,763, 42,580, 44,391, 46,164, 47,955, 49,696, 51,492, 52,692, 54,403,56,127
- Location:** The Preventative Conservation Coordinator will be based at IMMA's, Royal Hospital Kilmainham site but will be required to work at IMMA's offsite stores in the greater Dublin area and will be responsible for practical and advisory preventative conservation at both sites. IMMA has a blended working policy in place.
- Annual Leave:** Annual leave will be 23 working days pro rata per year. This leave is based on a five-day working week and is exclusive of public holidays.
- Hours of work :** You will be required to work a total of 39 hours per week inclusive of breaks.  
Monday to Thursday 09.15am – 5.30pm  
Fridays 09.15am – 5.15pm
- Management reserves the right to change these hours to meet the needs of the Company, subject to consultation and agreement. The length of the working day is subject to national agreements and may change to reflect these agreements. You will be given notice of any changes by your Line Manager.
- Outside working hours:** The successful candidate must be flexible and available to work occasional early mornings, evenings, and weekends (as required).
- How to apply:** Applicants should submit **one attachment** containing a cover letter and Curriculum Vitae by email, outlining how they meet the required criteria to [human.resources@imma.ie](mailto:human.resources@imma.ie)
- Closing date:** **Applications to be submitted no later than 5pm Wednesday, 13<sup>th</sup> September 2023.**
- Interviews:** Sept/Oct 2023

*Applications will be shortlisted based on the required criteria for the role.*

***IMMA is an equal opportunities employer and we value equality, diversity and inclusion and we recognise the benefits this can bring to IMMA and enhance staff and visitor experiences. If you require reasonable accommodation for any part of the applications process please email [fiona.brady@imma.ie](mailto:fiona.brady@imma.ie)***