

Job Opportunities at IMMA

Part Time Seasonal Event Delivery Executives roles, End of May – September 2024

Role Purpose:

Reporting to the Senior Commercial Events Manager, the Seasonal Event Delivery Executives will play a crucial role in the successful execution of all events at IMMA this summer.

The Seasonal Event Delivery Executive will successfully plan and execute numerous cultural, state and commercial events. They will ensure that all aspects of event setup, operation, and breakdown are completed efficiently and effectively. This position requires a mix of physical work, logistical planning, and teamwork.

Key Result Areas:

Administration Support

- Input events into IMMA's software booking system / internal scheduling system.
- Manage event enquiries.
- Provide floor and table plans.
- Maintain and add contact details to the Operations departments databases.
- Issue contracts, insurances and invoices.
- Request, review, and file all relevant paperwork.
- To efficiently document all relevant and necessary event & client documentation and files.
- Maintain up-to-date details on events & communicate changes to relevant personnel.

Pre-Event

- Agree objective and design of event with Curator / Development Executive / Events Manager / Events office staff (e.g. style of event / number of guest / food & beverage requirements / entertainment / speeches etc.)
- Confirm date and details with the Audiences & Development Department.
- Contact caterer. Confirm menu and costs.
- Book A/V & Lighting if required.
- Book additional furniture (e.g. pod tables, podium, outdoor heaters, coat rails etc) if required.
- Book flowers if required
- Book additional cleaning of event space and cleaner on duty during event.
- Brief security in advance. Place event into security diary.
- Inform Operations Executive about event in advance. Suspend parking if required.
- Inform Retail so that shop remains open late during the event.
- Inform Tech to ensure lights in galleries remain on later until after event.
- Organise meeter & greeter to welcome guests on arrival.

- Gather all information into detailed running order. Share with all relevant parties.
- Confirm final numbers to Diageo and caterer 5 working days in advance.

Logistics and Planning

- Coordinate with contractors, vendors, clients and the events team to schedule deliveries and transport of equipment, materials, and any necessary items for the event. Ensure that all items arrive on time and are accounted for.

Setup

- Physically set up the event space according to the event plan. This may include assembling stages, setting up tables and chairs, arranging signage, installing technical equipment (sound systems, lighting), and ensuring all safety protocols are followed.

Event Day

- Oversee execution of event running order ensuring all suppliers arrive on site safely and on time.
- Organise logistics of formalities / speeches on the night.
- Ensure venue is ready to welcome guests on time.
- Act as first point of contact for attending guests / public.
- Oversee event ensuring smooth service of food & beverages.
- Oversee photographic documentation of events for digital marketing platforms when requested.
- Provide ongoing support throughout the event, which may involve troubleshooting technical issues, assisting with crowd control, removal of empties / waste and no build-up of empty glasses and responding to any logistical challenges that arise.
- Oversee end of service and guests' departure.

Breakdown and Cleanup

Oversee removal of bar, furniture, AV etc at end of the event.

- Take down and pack up all IMMA equipment and pack up all equipment, materials, and structures used during the event.
- Ensure the venue is left clean and ready for the general public, and that all items are returned to their proper places or sent back to vendors as necessary.

Inventory Management

- Keep track of all materials and equipment before, during and after the event. Report any damages or losses to the Senior Event Manager.

Site Access

- Coordination of contractor site access and liaison with security re same.

Compliance Record Management

- Maintain all compliance records (H&S, RAMS), insurance documentation, condition reports (on site-specific venues & equipment).

Team Work and Communication

- Work closely and collegially with colleagues in the Operations Department / Curatorial staff / Development Executives / Directors Office to ensure all tasks are completed efficiently.
- Communicate any issues or concerns that arise during the event.
- Ensure prompt resolution of client queries, requests and proactively manage their expectations leading to exceptional and consistent client satisfaction.

- Clear and effective communication with OPW and external contractors to ensure IMMA's needs are met within a safe environment.
- Maintenance of good working relationship with key stakeholders.
- Introduce new staff on the team to key team members and help them integrate socially and professionally within the team.
- Positive liaison and engagement with members of the public.

Other

- The postholder will be a member of the Operations Team
- Other duties as required to fulfill this role.
- Full Role Profile available for review.

The successful candidate will have:

- **Experience:** Previous experience in event support, logistics, hospitality, or a related field. Demonstrable experience in supervising and coordinating event risk assessments.
- **Problem-Solving Skills:** Ability to quickly identify problems and implement solutions under time constraints.
- **Communication:** Strong communication skills to effectively collaborate with team members, external contractors, clientele and event attendees.
- **Attention to Detail:** Ensuring all aspects of the event setup meet the specified requirements and quality standards.
- **IT Skills:** Confidence with the relevant IT platforms, Microsoft Programmes, Outlook, etc. – Experience in the website management software *Divi*, is non-essential but beneficial to the role.
- **Physical Fitness:** Ability to perform physically demanding tasks, including lifting heavy items, standing for long periods, and working in various weather conditions.

Terms & Conditions

Why Work with Us?

- Opportunity to get involved in IMMA's 2024-2028 Strategy, development of key themes in response to current global cultural concerns which will shape our programming over the next five years.
- The opportunity to work in a beautiful serene historic 17th century building surrounded by 48 acres of meadows and gardens – an oasis in Dublin City.
- Free Parking / Secure Bike Sheds.
- Career development opportunities through mentoring, coaching and training.
- Networking opportunities.
- Government Pension Scheme.
- Employee Wellbeing Committee.
- Employee Assistance Programme.
- Generous public sector leave benefits.
- Strong values-based and inclusive culture.
- Strong commitment to diversity, equity and inclusion.
- Great team environment working to our Core Tenets: Contemporary, Inclusion, Innovation, Collaboration and Globally Connected.
- 23 days Annual Leave pro rated applies to the EO post in 2024.

The Executive Officer level Competencies is applicable for this role: [Executive Officer Competencies](#)

Salary: The Salary is in accordance with the Executive Officer Std 1st point of the PPC scale as at 01st January 2024 which is **€35,687 gross per year and will be prorated.**

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 pension provisions. Entry level will be at Point 1 of this Grade.

Contract Duration: 4 Month fixed term contract.

Hours of work: The role will be based on a minimum of 2.5 days per week. Candidates must be available to work from end of May / start June – September. Normal hours of work will vary depending on the needs of the project including evenings, weekends and public holidays, as event schedules require.

Closing date for receipt of applications: by 5pm on 17th May 2024.

Interview dates: Mid May 2024

Commencement Date: End of May / start June 2024

IMMA is an equal opportunities employer and we value equality, diversity and inclusion and we recognise the benefits it 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