

ÁRAS NUA-EALAÍNE  
NA hÉIREANN  
IRISH MUSEUM OF  
MODERN ART

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imma.ie

**IMMA**

# ROLE PROFILE

CURATOR, IMMA  
HORIZONS

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

Royal Hospital  
Kilmainham  
Dublin 8  
D08 FW31, Ireland

| <b>ROLE PROFILE</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>Job Title:</b>   | Curator: IMMA Horizons; 1 year Specific Purpose Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Reports To:</b>  | Head of Research and Learning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Location:</b>    | IMMA, Royal Hospital Kilmainham, Dublin 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Salary</b>       | <p>Salary Scale: Engineer Grade III (PPC) Scale Point as at 01<sup>st</sup> June 2024 - <b>€37,583</b>;</p> <p><i>Yr1: €37,583; €40,080; €40,748; €44,080; €47,242; €50,767; €54,197; €56,361; €58,538; €60,731; €62,912; €65,099; €67,286; €69,465; €71,664; LS1 €74,093; LS2 €76,519</i></p> <p>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 <b>Point 1 of this Grade.</b></p> |

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| <b>Role Purpose</b> | <p>At IMMA, we believe in the power of artistic practice to imagine and shape a different world—a world where every voice is heard, where communities thrive, and where unexpected experiences spark inspiration and change.</p> <p>IMMA Horizons aims to contribute to new thinking on how creativity can positively impact health and wellbeing through programming and partnerships. Extensive research has identified the role of the arts and creative engagement in the promotion of wellbeing across the life course. Building on the strong history of arts and health in Ireland, IMMA Horizons contributes to new research and ongoing conversations in Ireland and globally, advocating for arts experiences to be recognised as an important part of a healthy life.</p> <p>IMMA Horizons provides free creative experiences and events for adults to meet and explore art together at a relaxed pace, in a sociable and supportive environment that encourages active participation by all.</p> <ul style="list-style-type: none"> <li>- To manage and deliver the IMMA Horizons Programme.</li> <li>- To deliver current programme strands and increase frequency of Horizons programming, particularly for older people, people living with dementia and those in times of transition.</li> <li>- To oversee and deliver evaluation methodologies that consider a disability rights-based access approach and are sensitive to the social model of engagement.</li> <li>- To work in partnership with strategic partners and to continue to both grow the number of participants and to reflect on programming effectiveness.</li> <li>- To disseminate learning through our national and international networks</li> <li>- To contribute to the delivery of IMMA's new strategic plan 2024-2028, in particular the strategic goal to become a radically public space.</li> </ul> |
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| <p><b>Key Responsibilities</b></p> | <ol style="list-style-type: none"> <li><b>1. Oversee and deliver the IMMA Horizons Programme of work including;</b> <ul style="list-style-type: none"> <li>• Programming/event strands including; Azure, Studio10, Slow Art Sessions, In the Moment, as well as other project or exhibition specific events.</li> <li>• Delivery and dissemination of print and video resources including Talking Art with IMMA and IMMA Slow Looking series</li> <li>• Managing bespoke experiences for booked groups, including those from MISA, social prescription and nursing home groups etc.</li> </ul> </li> <li><b>2. Management of regular and pre-booked IMMA Art &amp; Ageing/Horizons programmes</b> <ul style="list-style-type: none"> <li>• Set dates/programming</li> <li>• Take bookings</li> <li>• Liaise with the Visitor Engagement Team and their Supervisor, coordinating peer-sharing and professional development/training of those working on IMMA Horizons programming, incl. Azure, Slow Art and In the Moment</li> <li>• Organise and send mailing list communications</li> </ul> </li> <li><b>3. Continued development IMMA dementia-inclusive offering within IMMA Horizons Programme</b> <ul style="list-style-type: none"> <li>• Include people living with dementia in a developmental capacity in evaluating and developing IMMA's dementia-inclusive programme, through engagement with the Irish Dementia Working Group.</li> </ul> </li> <li><b>4. Relationship management with key stakeholders</b> <ul style="list-style-type: none"> <li>• Liaise with Alzheimer Society of Ireland, Age and Opportunity, HSE Understand Together, Azure Network partners, MISA St James, Global Brain Health Institute, Creative Brain Week and other relevant organisations</li> <li>• Serve as IMMA representative on Arts &amp; Health Coordinators Ireland network, attending regular meetings.</li> <li>• Supporting the delivery of programmes with IMMA's Visitor Engagement Team</li> <li>• Work with external observer on reporting / gathering participant feedback</li> </ul> </li> <li><b>5. Grow the audience for the IMMA Horizons programme</b> <ul style="list-style-type: none"> <li>• Meet with stakeholder groups</li> <li>• Gather participant quotes/testimonials and materials for use in promotion</li> <li>• Work with IMMA Comms. Dept. to identify best ways of marketing the programme; printed materials, social media, online engagement through website.</li> <li>• Investigate promotion through other stakeholders nationwide</li> </ul> </li> </ol> |
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|                                      | <ul style="list-style-type: none"> <li>• Work with IMMA Audiences and Development Dept to identify and prepare for grant-funding and private sponsorship opportunities</li> </ul> <p><b>6. Reporting</b></p> <ul style="list-style-type: none"> <li>• Regular reporting to Department Meetings</li> <li>• Contributing to Department reports to Board</li> <li>• Deliver final reports as required on any grant funded aspects of programme and as needed to other sponsors' and donors.</li> </ul> <p><b>7. People Management</b></p> <ul style="list-style-type: none"> <li>• Motivate and mentor the Equality, Diversity and Inclusion Executive to optimise their contribution to the implementation of IMMA's strategic plan and conduct their role effectively.</li> <li>• Communicate goals and targets and set objectives for the EDI Executive.</li> <li>• Share feedback and support.</li> <li>• Lead regular one to one check ins with EDI Executive to maximise their potential.</li> <li>• Create enthusiasm for IMMA's mission and strategy and constantly review productivity levels using up-to-date information.</li> <li>• Ensure that all appropriate training is undertaken by staff and that accurate records of training are kept.</li> <li>• Implement Performance Management Development System with direct report.</li> <li>• Approve Leave and manage absence of direct report.</li> </ul> <p>The above key responsibilities are 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.</p> |
| <p><b>Other Responsibilities</b></p> | <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Keep abreast of best practice across arts and health, art and wellbeing and art and ageing knowledge.</li> <li>• Actively participate in and seek out learning and training opportunities regarding the operational duties and apply learning to carry out the role effectively.</li> <li>• Be open and accepting of necessary change, learning and innovation; change behavioural style or method of approach when necessary to achieve a goal.</li> <li>• Maintain a professional and friendly environment with all members of the public and colleagues.</li> <li>• Take leadership, direction, and training from management and ensure that you fully understand the company policies and operations procedures.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|                                              | <ul style="list-style-type: none"> <li>• Ensuring adherence to HR requirements and procedures.</li> <li>• Ensure that you are familiar with all computer systems.</li> <li>• Communicate with your Manager on any issues that relate to the museum and ensure that the name of IMMA is not brought into disrepute.</li> <li>• Be highly motivated to succeed and driven at all times.</li> <li>• Complete all necessary tasks and fulfil all commitments made to your team, colleagues and manager on time and without supervision.</li> <li>• Managing one's time and resources to ensure that work is completed by correctly prioritising information and tasks.</li> <li>• Be a positive ambassador of IMMA and promote IMMA at all times.</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care to protect your own safety, health and welfare and that of any other person who may be affected by your acts or omissions while at work.</li> <li>• Co-operate with your employer and any other person as necessary to assist that person in complying with safety and health legislation as appropriate.</li> <li>• Correctly use any article or substance and protective clothing and equipment provided for use at work for your own protection (taking account of the training and instructions given by the employer).</li> <li>• Report to your employer or immediate supervisor, without unreasonable delay, any defect in equipment, place of work or systems of work or in any article or substance likely to endanger them or another person.</li> <li>• Not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or item provided for securing the safety, health or welfare of persons in the workplace.</li> <li>• To attend training on health and safety as required and to be willing to undergo assessments on such training.</li> <li>• Not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that they are likely to endanger their own safety, health and welfare at work or that of any other person.</li> <li>• Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person at work or your own safety, health and welfare.</li> </ul> |
| <p><b>Skills and Experience Required</b></p> | <ul style="list-style-type: none"> <li>• Experience of conceiving and delivering engagement and learning programmes in an arts / museum or arts and health context.</li> <li>• Knowledge of current arts educational practice, national arts and ageing policies and museum practice in this area.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|  | <ul style="list-style-type: none"><li>• Proven track record of Project Management.</li><li>• MA of degree level qualification in the field of art history/arts education/museum studies/arts management/arts and health with relevant track record of working in the arts education.</li><li>• The ability to work as part of a team.</li><li>• Excellent written and verbal skills.</li><li>• The ability to work under pressure and multi-task.</li></ul> |
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**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.**

**Signed:** \_\_\_\_\_ **Print Name** \_\_\_\_\_  
**Employee**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_  
**Manager**

**Date:** \_\_\_\_\_