

ÁRAS NUA-EALAÍNE
NA hÉIREANN
IRISH MUSEUM OF
MODERN ART

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imma.ie

IMMA

ROLE PROFILE

**ASSISTANT CURATOR:
COLLECTIONS**

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

Royal Hospital
Kilmainham
Dublin 8
D08 FW31, Ireland

ROLE PROFILE	
Job Title:	Assistant Curator: Collections
Reports To:	Senior Curator: Head of Collections and Curator: Collections
Location:	IMMA, Royal Hospital Kilmainham, Dublin 8
Salary	<p>Scale: Executive Officer (PPC) Pay Scale Point as at 01st January 2024 = €35,687.00</p> <p>€35,687; €37,589; €38,663; €40,759; €42,638; €44,455; €46,266; €48,039; €49,830; €51,581; €53,440; €54,685; LS1: €56,461 LS2: €58,251</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 Point 1 of this Grade.</p>

Role Purpose	<p>To work on a two year specified purpose contract as part of the Collections Team and as required cross-functionally with colleagues in other Depts, to deliver IMMA's key Strategic Goals (2023-2028) to be:</p> <ul style="list-style-type: none"> - A Catalyst for Change - A Radically Public Space - A Centre Research and Innovation - A Global Connector <p>The role requires working with the Head of Collections and the Curator: Collections to support the development, curation and management of the Collection and its archives for all our audiences. To work with the Collections team to ensure that the highest standards of Collections care and management are maintained and to assist with the facilitation of public access to the Collection and archives through research, access and loans.</p>
Key Responsibilities	<p>1. Curatorial Research and Development</p> <ul style="list-style-type: none"> • To work with the Head of Collections and the Curator: Collections to curate and oversee the delivery of Collection programmes at IMMA including displays, projects, and events in galleries, online and on site and related research and publishing. • To develop innovative curatorial projects that facilitate wide public access to the Collection as a national and international resource. • To work with the Head of Collections and Collections Team in the development of the Collection, including research, documentation, engaging with artists as part of general research and feeding back to Head of Collections for preparation for discussion with the Director and Acquisitions Committee. • To contribute to IMMA's team participation in the European museum network, L'Internationale, and our shared research initiatives in particular addressing Climate, as well as opportunities for peer-to-peer development. • To work with the Collections team to establish IMMA as the leading national digital resource on contemporary Irish and global art practice, to promote Contemporary Irish Art worldwide. • To work with the Collections team, Engagement & Learning and team and Audiences & Development team to devise and deliver innovative digital programming that utilises the Collection and

	<p>Collection archives and contribute into shared objectives to research and create greater access.</p> <ul style="list-style-type: none"> • Be supportive of ethical, inclusive and climate responsible actions in line with IMMA's policies in all initiatives and workflows. <p>2. Collections Management</p> <ul style="list-style-type: none"> • To actively contribute to the delivery of an effective Collections Management System, working jointly with the Collections and Programme Production teams, ensuring effective planning and use of resources and that the day-to-day care of the Collection meets the highest standards of industry best practice. • To work jointly with: Collections Senior Registrar & Assistant Curator: Care & Access to ensure that Collections records and archive are kept up to date, including documentation of displays and events; with documentation for new acquisitions. • To collaborate with the Collections Senior Registrar and Preventative Conservation Conservator re care of Collection • To contribute to the ongoing work to address outstanding documentation of Collection artworks and archives; to assist Collection audits. <p>3. Collection access, research and display</p> <ul style="list-style-type: none"> • To actively contribute to curating and delivering exhibitions, displays and projects that create access to the Collection for a wide public. • Execution of specific Collection Programmes at IMMA and beyond ensuring effective planning and use of resources and that the highest curatorial standards are met. • To cooperate with the Head of Programming, and Programme Production team to effectively plan and manage the delivery of Collection programmes at IMMA and beyond • To assist in the development and delivery of a digital platform for the Collection • To co-administrate budgets for Collection Display and Archives Programmes. • To assist in the Department's facilitation of loans, copyright requests and public queries relating to the Collection <p>4. Content and Communication</p> <ul style="list-style-type: none"> • To develop and deliver content relating to the Collection including publications, online content delivery and visitor gallery information • To work with the Development and Communications teams to provide appropriate, high level information on Collection digital, national and international programmes • Timely and effective communication to other programmers on Collection digital, national and international programmes • Contributing to IMMA's Public Engagement programme through the delivery of talks and lectures <p>5. IMMA Representation</p> <ul style="list-style-type: none"> • Acting as an ambassador and advocate for IMMA at IMMA events and at cultural events nationally • Supporting IMMA's Development strategy through engagement with donors and corporate partners in keeping with IMMA Strategic plan and Development Dept guidance.
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	<ul style="list-style-type: none"> Keeping informed of developments in contemporary art and visiting galleries and undertaking studio visits on behalf of the IMMA programming team <p>6. Programme Evaluation</p> <ul style="list-style-type: none"> To contribute to the Collections team's evaluation of Collection management and programming <p>7. Cross Functional</p> <p>Additional to the afore mentioned, cross functional working with is required, supported and encouraged and may include:</p> <ul style="list-style-type: none"> Communications cross-functional team Member of the Digital Development Team as required Member of the Wellbeing at Work team as required
<p>Other Responsibilities</p>	<p>General</p> <ul style="list-style-type: none"> Keep curatorial collections and industry knowledge up-to-date. Actively participate in and seek out learning and training opportunities regarding the operational duties and apply learning to carry out the Assistant Curator: Collections role effectively. Be open and accepting of necessary change, learning and innovation; change behavioural style or method of approach when necessary to achieve a goal. Maintain a professional and friendly environment with all members of the public and colleagues. Take leadership, direction, and training from management and ensure that you fully understand the company policies and operations procedures. Ensuring adherence to HR requirements and procedures. Ensure that you are familiar with all computer systems. Communicate with your Manager on any issues that relate to the museum and ensure that the name of IMMA is not brought into disrepute. Be highly motivated to succeed and driven at all times. Complete all necessary tasks and fulfil all commitments made to your team, colleagues and manager on time and without supervision. Managing one's time and resources to ensure that work is completed by correctly prioritising information and tasks. Be a positive ambassador of IMMA and promote IMMA at all times. <p>Health & Safety</p> <ul style="list-style-type: none"> 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 as per IMMA H & S policy. Co-operate with your employer and any other person as necessary to assist that person in complying with safety and health legislation as appropriate. 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).

	<ul style="list-style-type: none"> • 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. • 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. • To attend training on health and safety as required and to be willing to undergo assessments on such training. • 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. • 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.
<p>Key Deliverables</p>	<ul style="list-style-type: none"> • To work with Head of Collections and Collections Curator in all aspects of the research and preparation procedures of the artworks for display in the next major exhibition of the Collection , opening Jan 2025-2027 and to prepare information for public interface by November 2024. • To feed into the exhibition design team meetings and workflows which are underway to end of 2024. To assist the Head of Collections and Programme Production Office in relation to installation/ PICW deliverables. • There will be changing elements among some of the works/displays over the 3-year exhibition. The Assistant Curator: Collections will work closely with the Head of Collections to research and facilitate this process. • To liaise with the Conservation Coordinator on the environmental readings routinely and to assist with artwork condition reports. • To liaise with the Assistant Curator: Registrarial & Access on all data to be input to Collection database (Qi): to ensure all new research is captured; that artwork copyright licences are up to date; to arrange photography of all installed artworks; of works in storage as necessary. This work will be scheduled in modules for delivery. • To work with Head of Collections to provide IMMA Press & Social Dept by Nov 2024 all approved information and images of all artworks for IMMA 2025 programme launch. • Re Collection & Acquisitions meetings: To work with Head of Collections and Collections Registrar in preparing artwork information sheets for meetings in Sept & Dec 2024 and quarterly meetings in 2025. • To contribute to the research, cataloguing and processing of Collection related archives as part of the museum wide Archives Project 2024-2027. Specifically, to work as part of a team in processing three major archives: of Brian O'Doherty, Tim Robinson and Patricia Hurl with scheduled workflows phases and deadlines soon tbc.

	<ul style="list-style-type: none"> To work with the Collections Team to participate in IMMA's MSPI application deliverables, as part of the Annual Action plan.
Skills and Experience Required	<ul style="list-style-type: none"> 3rd level qualification in Visual Art or Museums Studies or related topic. In-depth knowledge of contemporary art developments and curatorial practices. Experience and knowledge of Collection documentation, care and management issues. Experience in using a Collection Management System. Excellent written and verbal skills. Confidence with the relevant IT platforms. The ability to work under pressure and multi-task.

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: _____
Employee

Print Name _____

Date: _____

Signed: _____
Manager

Print Name: _____

Date: _____