IMMA is an equal opportunity 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
Irish Museum of Modern Art

Candidates Information Booklet

Job Opportunities at IMMA

Open Competition for the roles of

1x Permanent Full Time Contract of Employment :
Facilitator Visitor Engagement Team (Ref Vet 01)

1x Permanent Part Time Contract of Employment :
Facilitator Engagement Team (Ref Vet 02)

1x Fulltime Fixed Term Contract of Employment :
Facilitator Visitor Engagement Team (Ref Vet 03)

Background

The Irish Museum of Modern Art, based in what was the Royal Hospital Kilmainham, an extraordinary 17th century building, set upon a hilltop of 48 acres overlooking the river Liffey, is a witness to at least a millennium of change. All of which feeds into our contemporary thinking and commitment to celebrate this remarkable site. At IMMA we have begun to create a space unique with contemporary culture. This is a space where local and global connect, a space where contemporary art and contemporary life meet, challenge and inspire one another.

Role Purpose:

To actively contribute to the delivery of an internationally recognised Visitor Experience that creates engaging opportunities for audiences of all ages to interact with IMMA, in conjunction with the Head of Audiences and Development.

To work with the Engagement and Learning team to research, plan, facilitate and deliver programmes, working to IMMA's Engagement and Learning Department's priorities and objectives.

To provide a safe environment for all visitors and employees through due diligence and ensuring that the museum, its property, assets and environs are kept secure under the direction of the Head of Security and Facilities

---

Primary Objectives/Key Responsibilities:

Reporting to the line manager on the key responsibilities are set out below

- Actively engage with all visitors to IMMA, providing information on its galleries, exhibitions and programs

- Communicating the concept of the museum, information on current artists and exhibitions, whether as part of a tour or on an individual basis.
- Dealing with all visitors in responding positively in providing information and promoting the museum's current and forthcoming programs.
- Promotion of the museum's patrons and members programs, current publications and forth coming talks and lectures when working in the galleries or Front of House
- Working with the Engagement and Learning team to prepare facilities and equipment resources needed for the Engagement and Learning programmes
- Delivery of organised tours of exhibitions and engagement and learning programmes to all visitors at a consistently high standard
- Safeguarding the museums property from theft or damage ensuring that the museums visitor guidelines are carried out at all times through effective communication and invigilation.
- Ensuring that all Galleries and exhibitions are open and ready to admit visitors on time by good time keeping and team work
- That all visitors to IMMA are treated with respect and as far as practicable have enjoyed their experience though your interaction with them
- That all visitors to IMMA are treated with respect and as far as practicable have enjoyed their experience though your interaction with them.

Communication

- To be capable of communication and interaction with visitors on all levels
- To be capable of professional and polite communication with all colleagues

Programme Evaluation

Liaising with the Departments Supervisors and Curators to provide accurate mid exhibition feedback and Post Exhibition feedback of the visitor experience

4. Key Performance Indicators

- Effective and enthusiastic communication of the programme to ensure the highest levels of delivery are achieved.
- Proactively contributing to IMMA's mission to provide a welcoming, informative and enjoyable experience for all visitors.
- A commitment and ability to delivering public programmes and engaging with the public on the gallery floor.
- Proactive invigilation and communicative skills utilised in providing a safe and enjoyable environment.
- Punctuality and reliability in working as a team player within the Public Engagement Team to deliver an exceptional visitors experience.

Requirements

Essential

- Qualification in and knowledge of the visual arts, museum education or related fields
- Experience of working in a Visitor focused environment and confident in dealing with challenging customers.
- Interest and engagement with contemporary art
- Excellent communication skills and the ability to work as part of a team
- Ability to work under pressure and multi-task
- Ability in working with vulnerable groups
- Confident in asserting themselves when dealing with emergencies such as fire evacuation
- Empathetic and capable of understanding a range of visitor's needs, particularly in more challenging situations.
- Must enjoy working as part of a friendly and interpersonal team
- Fluency in another language is desirable.

Terms and 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.
- Progressive, hybrid working model.
- 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.

- Erasmus + Staff Mobility Scheme funding by European Union.
- 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.
- Valuable experience at a leading cultural institution.
- Opportunities to attend special museum events and exhibitions.
- Networking opportunities with professionals in the museum and cultural sectors.

Salary Scale: Mediator Public Information Grade Scale Point 1 as at 01st June 2024 - €36,679.00

Salary Scale: Mediator Public Information Grade (PPC) Scale Point as at 01st June 2024 Point 1 - €36,679.00 pro rata

Salary Scale: €36,679; €38,387; €40,226; €42,397; €45,023; €47,829;

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.**

How to Apply: Applicants to submit a cover letter and curriculum vitae via

Bamboo link for Permanent Full Time position **:** https://imma.bamboohr.com/careers/37

Bamboo link for Permanent Part Time Time position : https://imma.bamboohr.com/careers/38

Bamboo link for Fixed Term Full Time position https://imma.bamboohr.com/careers/39
Contract Duration: 1 year full time specific purpose term contract

Closing date for receipt of applications: by 12.00 noon 30th July 2024

Interview dates: during August

Commencement Date: August 2024

Is fostóir comhdheiseanna é an IMMA agus is mór againn comhionannas, éagsúlacht agus ionchuimsiú fad is léir dúinn na bealaí ina rachaidh na tréithe seo chun tairbhe don IMMA agus lena gcuirfidh siad feabhas ar eispéiris ball foirne agus cuairteoirí araon. Má tá freastal réasúnta de dhíth ort le haon chuid den phróiseas iarratais, seol ríomhphost le do thoil chuig Fiona.brady@imma.ie
Áras Nua-Ealaíne na hÉireann

Leabhrán Eolais d'Iarrthóirí

Deiseanna Fostaíochta ag IMMA (Áras Nua-Ealaíne na hÉireann)
Comórtas Oscailte do na róil seo a leanas

1x Conradh Fostaíochta Buan Lánaimseartha :
Éascaitheoir san Fhoireann Teagmhála Cuairteoirí (Tag Vet 01)

1x Conradh Fostaíochta Buan Páirtaimseartha :
Éascaitheoir san Fhoireann Teagmhála (Tag Vet 02)

x1 Conradh Fostaíochta Lánaimseartha ar Théarma Seasta
Éascaitheoir san Fhoireann Teagmhála Cuairteoirí (Tag Vet 03)

Cúlra

Tá Áras Nua-Ealaíne na hÉireann, atá lonnaithe in Ospidéal Ríoga Chill Mhaighneann, mar a bhí, ina fhoirgneamh neamhghnách ón 17ú haois, agus é suite ar chnoic de 48 acra ag breathnú amach ar abhainn na Life, agus é ina fhinné ar mhílaois ar a laghad d'athraithe. Leis sin go léir, cothaítear ár smaointeoireacht chomhaimseartha agus ár dtiomantas chun an suíomh iontach seo a cheiliúradh. Ag an IMMA tá tús curtha againn le spás uathúil a chruthú le cultúr comhaimseartha. Is spás é seo ian dtagann nithe áitiúla agus domhanda le chéile, spás ina mbuaileann ealaín chomhaimseartha agus an saol comhaimseartha le chéile, ina dtugann siad dúshlán dá chéile agus ina spreagann siad a chéile.

Cuspóir an Róil:

Cur go gníomhach le hEispéireas Cuairteoirí a aithnítear go hidirnáisiúnta a sholáthar a chruthaíonn deiseanna tarraingteacha do lucht féachana de gach aois caidreamh a dhéanamh le IMMA, i gcomhar leis an gCeann Lucht Féachana agus Forbartha.

Oibriú leis an bhfoireann Teagmhála agus Foghlama chun taighde, pleanáil, éascú agus seachadadh a dhéanamh ar chláir, ag obair chun tosaíochtaí agus cuspóirí Roinn Teagmhála agus Foghlama IMMA a bhaint amach.

Timpeallacht shábháilte a chur ar fáil do gach cuairteoir agus fostaí trí dhícheall cuí agus a chinntiú go gcoinnítear an músaem, a mhaoin, a shócmhainní agus a thimpeallachtaí slán faoi stiúir an Cheann Slándála agus Áiseanna

Príomhchuspóirí/Eochairfhreagrachtaí

Ag tuairisciú don bhainisteoir líne maidir leis na príomhfhreagrachtaí a leagtar amach thíos

- Teagmháil ghníomhach a dhéanamh le gach cuairteoir ar IMMA, agus faisnéis a thabhairt maidir lena ghailearaithe, a thaispeántais agus a chláir
- Coincheap an mhúsaeim, faisnéis faoi ealaíontóirí agus faoi thaispeántais reatha a chur in iúl, cibé acu mar chuid de thuras nó ar bhonn aonair.
- Plé le gach cuairteoir agus aghaidh a thabhairt ar bhealach dearfach maidir le faisnéis a sholáthar agus cláir reatha an mhúsaeim agus cláir an mhúsaeim atá le teacht a chur chun cinn.
- Cláir phátrún agus chomhaltaí an mhúsaeim, foilseacháin reatha agus cainteanna agus léachtaí amach anseo a chur chun cinn agus é ag obair sna gailearaithe nó i limistéir fáilteachais
- Oibriú leis an bhfoireann Teagmhála agus Foghlama chun áiseanna agus acmhainní trealaimh a ullmhú a theastaíonn do na cláir Teagmhála agus Foghlama
- Turais eagraithe ar thaispeántais agus ar chláir teagmhála agus foghlama a chur ar fáil do gach cuairteoir ar chaighdeán ard i gcónaí
- Réadmhaoin an mhúsaeim a chosaint ar ghadaíocht nó ar dhamáiste, ag cinntiú go gcomhlíonfar treoirlínte cuairteoirí an mhúsaeim i gcónaí trí chumarsáid agus trí fheitheoireacht éifeachtach.
- A chinntiú go bhfuil gach Gailearaí agus taispeántas oscailte agus réidh le cuairteoirí a ligean isteach in am trí dhea-mhaoirseacht ama agus obair foirne
- A chinntiú go léirítear meas do gach cuairteoir ar IMMA agus a mhéid is indéanta gur mbainfidís taitneamh as a n-eispéireas trí chaidreamh a bheith agat leo.
- A chinntiú go léirítear meas do gach cuairteoir ar IMMA agus a mhéid is indéanta gur mbainfidís taitneamh as a n-eispéireas trí chaidreamh a bheith agat leo.

Cumarsáid

- A bheith in ann cumarsáid agus caidreamh a dhéanamh le cuairteoirí ar gach leibhéal
- A bheith in ann cumarsáid ghairmiúil agus bhéasach a dhéanamh leis na comhghleacaithe uile

Meastóireacht ar an gClár

Idirchaidreamh a dhéanamh le Maoirseoirí agus Coimeádaithe na Roinne chun aiseolas cruinn lárthaispeántais agus aiseolas Iarthaispeántais ar eispéireas na gcuairteoirí a chur ar fáil

4. Príomhtháscairí Feidhmíochta

- An clár a chur in iúl go héifeachtach agus go díograiseach chun a chinntiú go mbainfear na leibhéil is airde seachadta amach.
- Cur go réamhghníomhach le misean IMMA chun eispéireas fáilteach, faisnéiseach agus taitneamhach a chur ar fáil do gach cuairteoir.
- Tiomantas agus cumas maidir le cláir phoiblí a sheachadadh agus teagmháil a dhéanamh leis an bpobal ar urlár an ghailearaí.
- Scileanna réamhghníomhacha feitheoireachta agus cumarsáide a úsáidtear chun timpeallacht shábháilte thaitneamhach a chur ar fáil.
- Poncúlacht agus iontaofacht maidir le bheith ag obair mar imreoir foirne mar chuid den Fhoireann Teagmhála Poiblí chun eispéireas sármhaith cuairteoirí a chur ar fáil.

Riachtanais

Bunriachtanach

- Cáilíocht sna hamharcealaíona, in oideachas músaeim nó i réimsí gaolmhara agus eolas orthu
- Taithí ar a bheith ag obair i dtimpeallacht atá dírithe ar Chuairteoirí agus muiníneach as a bheith ag plé le custaiméirí dúshlánacha.
- Spéis agus teagmháil leis an ealaín chomhaimseartha
- Sárscileanna cumarsáide agus an cumas oibriú mar chuid d'fhoireann
- An cumas a bheith ag obair faoi bhrú agus iltascáil
- An cumas oibriú le grúpaí leochaileacha
- Muiníneach agus tú féin á chur in iúl agat agus nuair atá tú ag dul i ngleic le héigeandálaí cuir i gcás aslonnú dóiteáin
- Báúil agus in ann réimse riachtanas cuairteora a thuiscint, go háirithe i gcásanna níos dúshlánaí.
- Ní mór go mbaineann tú taitneamh as a bheith ag obair mar chuid d'fhoireann chairdiúil agus idirphearsanta
- Ta liofacht i dteanga eile inmhianaithe.

Téarmaí agus Coinníollacha

Má tá tú i d'fhostaí againn, conas a rachaidh sé chun tairbhe duit?

- Deis a bheith páirteach i Straitéis IMMA 2024-2028, ina bhforbrófar na príomhthéamaí lena dtabharfar aghaidh ar na saincheisteanna cultúrtha is mó atá ag gríosadh daoine chun dúthrachta ar fud an domhain faoi láthair. Múnlóidh na téamaí seo ár gclár gníomhaíochtaí sna cúig bliana atá amach romhainn.
- Mionsamhail oibríoch fhorásach hibrideach.
- An deis dul i mbun oibre i bhFoirgneamh stairiúil a théann siar go dtí an 17ú haois déag. É álainn suaimhneach, leis, agus 48 acra de Chluana agus de Ghairdíní mórthimpeall air – é ina thearmann dúlra i lár Bhaile Átha Cliath.
- Páirceáil Saor in Aisce / Bothán Rothar atá Slán Sábháilte
- Cuirfear meantóireacht, cóitseáil, agus oiliúint ar fáil le gur féidir deiseanna forbartha gairme a thapú.
- Maoiniú Erasmus + Scéim Soghluaisteachta Foirne ón Aontas Eorpach.
- Scéim Pinsin an Rialtais
- Coiste um Fholláine Fostaithe.
- Clár Cúnaimh i gcomhair Fostaithe
- Sochair saoire fiala na hEarnála Poiblí.
- Cultúr luachbhunaithe ina bhfuil an ionchuimsitheacht i dtreis.
- Eagraíocht atá an-tugtha d'éagsúlacht, do chothromas agus d'ionchuimsiú.
- Timpeallacht foirne den scoth ina mbíonn gach duine ag obair de réir na mBunphrionsabal. Eagraíocht Chomhaimseartha a bhfuil an t-Ionchuimsiú, an Nuálaíocht, agus an Obair i gComhar go Smior Inti agus Í Istigh le Lucht Ealaíne ar Fud na Cruinne.
- An Deis Taithí Luachmhar a Fháil in institiúid chultúrtha atá ina ceannródaí domhanda.
- Deiseanna freastal ar imeachtaí speisialta músaeim agus ar thaispeántais.
- Deiseanna aithne a chur ar ghairmithe sna hearnálacha músaeim agus cultúrtha.

Scála Tuarastail: Grád an Idirghabhálaí um Fhaisnéis don Phobal Scálaphointe 1 ag an 1 Meitheamh 2024 - €36,679.00

Scála Tuarastail: Grád an Idirghabhálaí um Fhaisnéis don Phobal (PPC) Scálaphointe ag an 1 Meitheamh 2024 Pointe 1 - €36,679.00

Scála Tuarastail : €36,679; €38,387; €40,226; €42,397; €45,023; €47,829;

Ba cheart d'iarrthóirí a thabhairt faoi deara go gcomhlíonann Áras Nua-Ealaíne na hÉireann treoirlínte maidir le pá agus coinníollacha fostaíochta agus forálacha pinsin na hEarnála Poiblí de chuid na Roinne Caiteachais Phoiblí agus Athchóirithe. Beidh an leibhéal iontrála ag **Pointe 1 den Ghrád** sin.

Conas Cur Isteach: Caithfidh iarratasóirí litir chlúdaigh agus curriculum vitae a chur isteach trí:

Bamboo link for Permanent Full Time position **:** https://imma.bamboohr.com/careers/37

Bamboo link for Permanent Part Time Time position : https://imma.bamboohr.com/careers/38

Bamboo link for Fixed Term Full Time position https://imma.bamboohr.com/careers/39
Contract Duration: 1 year full time specific purpose term contract

Fad an Chonartha: Conradh téarma lán-aimseartha sainchuspóra ar feadh aon (1) bhliain amháin.

An dáta deiridh a nglacfar le hiarratais: faoi 12 meán, an 30 Iúil 2024

Dátaí agallaimh: le linn mhí Lúnasa

Dáta Tosaithe: mhí Lúnasa 2024