



Job Opportunity at IMMA

Open Competition for the role of

Events Associate Fixed Term 6-month Contract of Employment

About IMMA

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 Overview

The **Earth Rising Festival** has grown into a significant cultural event, aligning with IMMA's ambition to catalyse climate conversations and inspire action through art and culture. The 2025 festival, themed "**Making Kin**," will require increased operational capacity to deliver on its ambitious goals, including extensive community engagement, sustainability-focused programming, and seamless event execution.

To ensure the successful delivery of this high-profile event, we are hiring an **Events Associate**. This entry-level role will provide critical support to the festival team, enabling efficient management of programming, logistics, and audience engagement while maintaining IMMA's commitment to sustainable practices.

You will be working to the Head of Strategy and the Earth Rising Working Group ensure the administration and the communication processes required for the delivery of this event is produced to the highest possible standards.

Key Objectives

- **Enhance Operational Capacity:** Provide hands-on support across logistics, programming, and stakeholder coordination, ensuring the festival runs smoothly.
- **Expand Community Outreach:** Foster meaningful relationships with local communities, artists, and environmental groups to deepen engagement and create opportunities for participation, learning, and collaboration.

- **Ensure Sustainability Goals:** Support the integration of sustainability practices across all aspects of the festival, from planning to execution.
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Key Responsibilities

- General administrative services for the duration of Earth rising Festival.
 - Provide ongoing support to the HOD with online and written documentation.
 - Draft responses and requests as directed by the HOD.
 - Attend team meetings and act as a note taker when required.
 - Maintain both digital and written records for current and future easy but secure access.
 - Keep up to date with social media platforms to communicate information about the festival to stakeholders both internally and externally.
 - Arrange meeting for the Earth Rising Team including venues and scheduling arrangements.
 - Accept correspondence and respond to emails, texts, and phone queries from members of the public as directed.
 - Engage with OPW and other Government bodies as necessary.
 - Engage with and support exhibitors and artists as directed.
 - Interact with internal support networks such as the Audience and Development team, HR, Finance as well as Exhibitions and Technical team.
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What We Are Looking For

The successful candidate will have:

- Relevant 3rd level qualification e.g., BA Events Management, or Strategy and Sustainability or Business Management and Technology
- Exceptional communications skills, both written and verbal.
- Highly organised with excellent time management skills
- Ambitious, target driven and capable of delivering in a fast-paced environment.
- Proactive, with the ability to work under your own initiative.
- A team player, flexible and adaptable.
- Confident networker and ambassador for IMMA.
- Attention to detail and the ability to communicate passionately about IMMA's programmes and the potential they hold for our supporters.

Confident networker who can act as an ambassador for IMMA and develop contacts in support of Earth Rising.

Why Work with IMMA?

At IMMA, we are proud to offer:

- 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.
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Salary

The salary for this role is in line with public sector pay scales, starting at **€546.84**, Point 1 of the Grade **Clerical Officer** (PPC) scale, as of 1st October 2024.

The Full Time Salary Scale: €546.84 – €578.25 – €586.20 – €609.43 – €624.72 – €647.64 – €670.56 – €693.48 – €709.95 – €732.20 – €750.86 – €766.04 – €787.66 – €821.35 – €847.83 – €860.06

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 Details

- **Contract Type:** Fixed term
 - **Contract Duration:** 6-month contract
 - **Probation period:** 2 months
 - **Hours:** Monday to Friday, 40 hours per week, inclusive of breaks
 - **Location:** IMMA, Military Road, The Royal Hospital Kilmainham, Kilmainham, Dublin 8
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How to Apply

To apply for this exciting opportunity, please submit the following:

1. A tailored cover letter explaining your suitability for the role.
2. A current curriculum vitae.

Applications should be submitted via

<https://imma.bamboohr.com/careers/50?source=aWQ9MTU%3D>

Closing date for receipt of applications: 24th March 2025

Interview dates: 1st of April 2025

Commencement Date: End of March – Beginning of April

For further assistance or reasonable accommodations during the application process, please email tetiana.shchukina@imma.ie.

Join Our Team

IMMA is an equal-opportunity employer, deeply committed to promoting equality, diversity, and inclusion. We actively encourage applications from individuals of all backgrounds and experiences. We value the richness that a diverse team brings to our work, enhancing both staff and visitor experiences.



Deis Fostaíochta ag IMMA (Áras Nua-Ealaíne na hÉireann)

Comórtas Oscailte don ról

Comhlach Imeachtaí
Conradh Fostaíochta
6 Mhí ar Théarma Seasta

Eolas faoi IMMA

Tá Áras Nua-Ealaíne na hÉireann, atá lonnaithe in Ospidéal Ríoga Chill Mhaighneann mar a bhí, ina fhoirgneamh iontach ón 17^ú haois, agus é suite ar bharr cnoic de 48 n-acra le radharc uaidh amach ar an Life, agus é ina fhinné ar mhílaois ar a laghad d'athruithe. Leis sin go léir, cuirtear lenár smaointeoireacht chomhaimseartha agus lenár dtiomantas chun an suíomh iontach seo a cheiliúradh. Ag IMMA tá tús curtha againn le spás uathúil a chruthú ina bhfuil cultúr comhaimseartha. Is spás é seo ina 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.

Achoimre ar an Ról

D'fhás an **Fhéile 'Earth Rising'** le bheith ina himeacht cultúrtha suntasach, atá ar aon dul le huaillmhian IMMA comhráite faoi athrú aeráide a thionscnamh agus gníomhú a spreagadh trí ealaín agus trí chultúr. Is é téama fhéile 2025 ná **"Making Kin"** agus teastóidh cumas oibriochtúil méadaithe uaithi d'fhonn na spriocanna uaillmhianacha a bhaineann léi a bhaint amach, lena n-áirítear teagmháil leathan a dhéanamh leis an bpobal, cláreagrú dírithe ar inbhuanaitheacht, agus chur i bhfeidhm réidh na n-imeachtaí.

D'fhonn a chinntiú go gcuirfear an t-imeacht ardíomhá seo i gcrích go rathúil, tá **Comhlach Imeachtaí** á fhostú againn. Leis an ról bunleibhéil seo soláthrófar tacaíocht rithábhachtach d'fhoireann na féile, agus bainistíocht éifeachtúil á cumasú maidir le cláreagrú, lóistíocht, agus teagmháil leis an sprioclucht agus tiomantas IMMA do chleachtais inbhuanaithe á choimeád san am céanna.

Beidh tú ag obair leis an gCeann Straitéise agus le Grúpa Oibre Earth Rising chun a chinntiú go ndéanfar na próisis riaracháin agus chumarsáide a theastaíonn chun an t-imeacht seo a chur ar fáil a chur i gcrích ar na caighdeáin is airde ar fad.

Príomhchuspóirí

- **An Cumas Oibríochtúil a Fheabhsú** Tacaíocht theagmhálach a chur ar fáil sna réimsí uile a bhaineann le lóistíocht, cláreagrú, agus comhordú páirtithe leasmhara, ag cinntiú go reáchtáiltear an fhéile go réidh.
 - **For-rochtain Pobail a Leathnú** Caidrimh fhiúntacha a chothú le pobail áitiúla, le healaíontóirí, agus le grúpaí comhshaoil chun teagmháil a neartú agus deiseanna a chruthú maidir le rannpháirtíocht, foghlaim, agus comhoibriú.
 - **Baint Amach Spriocanna Inbhuanaitheachta a Chinntiú:** Tacaíocht a thabhairt do chomhtháthú cleachtas inbhuanaitheachta le gach gné den fhéile, ó phleanáil go cur i gcrích.
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Príomhfhreagrachtaí

- Seirbhísí riaracháin ghinearálta le haghaidh thréimhse na Féile Earth Rising.
 - Tacaíocht leanúnach a chur ar fáil don HOD le doiciméid ar líne agus i scríbhinn.
 - Freagraí agus iarratais a dhréachtú de réir mar a ordóidh an HOD.
 - Freastal ar chruinnithe agus nótaí a ghlacadh nuair is gá.
 - Taifid dhigiteacha agus i scríbhinn a choimeád le haghaidh rochtain éasca agus shlán san am i láthair agus amach anseo.
 - Le coinneáil ar an eolas maidir le hardáin na meán sóisialta d'fhonn faisnéis faoin bhféile a chur in iúl do pháirtithe leasmhara inmheánacha agus seachtracha araon.
 - Cruinnithe a eagrú d'Fhoireann Earth Rising lena n-áirítear ionaid agus socrúithe sceidealaithe.
 - Comhfhreagras a ghlacadh agus freagraí a thabhairt ar ríomhphoist, ar théacsanna, agus ar cheisteanna teileafóin ó bhaill an phobail de réir mar a ordófar.
 - Teagmháil a dhéanamh leis an OPW (Oifig na nOibreacha Poiblí) agus le comhlachtaí Rialtais eile de réir mar is gá.
 - Teagmháil a dhéanamh le taispeántóirí agus le healaíontóirí agus tacaíocht a thabhairt dóibh de réir mar a ordófar.
 - Idirghníomhú a dhéanamh le líonraí tacaíochta inmheánacha amhail an fhoireann Sprioclucht agus Forbartha, Acmhainní Daonna, Airgeadas chomh maith leis an bhfoireann Taispeántas agus Theicniúil.
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Na Nithe Atá Uainn

Beidh na nithe a leanas ag an iarrthóir rathúil:

- Cáilíocht 3ú leibhéal ábhartha e.g., BA i mBainistíocht Imeachtaí, nó i Straitéis agus Inbhuanaitheacht nó i mBainistíocht Gnó agus Teicneolaíocht.
- Scileanna cumarsáide den scoth, idir scríofa agus labhartha.
- Duine rí-eagraithe ag a bhfuil scileanna sármhaithe bainistíochta ama.
- Uaillmhianach, dírithe ar spriocanna agus in ann beart a dhéanamh de réir do bhriathair i dtimpeallacht dhinimiciúil.
- Réamhghníomhach, agus an cumas oibriú as do stuaim féin.
- Imreoir foirne, solúbtha agus inoiriúnaithe.
- Gréasánaí muiníneach agus ambasadóir do IMMA.
- Mionchruinneas agus an cumas cumarsáid a dhéanamh go paiseanta faoi chláir IMMA agus an acmhainn atá acu dár lucht tacaíochta.

Gréasánaí muiníneach atá in ann feidhmiú mar ambasadóir do IMMA agus teagmhálacha a fhorbairt chun tacú le Earth Rising.

Cad Chuige a nOibreofá Le IMAA?

Ag IMMA, táimid bródúil as na nithe seo a leanas a chur ar fáil:

- An deis a bheith páirteach i Straitéis IMMA 2024-2028, ina bhforbrófar príomhthéamaí mar fhreagairt ar cheisteanna cultúrtha domhanda reatha lena n-imreofar tionchar ar ár gcláreagrú sna cúig bliana atá amach romhainn.
- Mionsamhail oibríoch fhorásach hibrídeach.
- An deis dul i mbun oibre i bhFoirgneamh suaimhneach álainn stairiúil a théann siar go dtí an 17^ú haois agus a bhfuil 48 n-acra de Chluainte agus de Ghairdíní mórthimpeall air – é ina thearmann dúlra i gCathair Bhaile Átha Cliath.
- Páirceáil Saor in Aisce / Botháin Rothar atá Slán Sábháilte
- Cuirfear deiseanna forbartha gairmréime ar fáil trí mheantóireacht, trí chóitseáil, agus trí oiliúint.
- 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 láidir bunaithe ar luachanna atá ionchuimsitheach.
- Eagraíocht atá an-tugtha d'éagsúlacht, do chothromas agus d'ionchuimsitheacht.
- Timpeallacht foirne den scoth ina mbíonn gach duine ag obair de réir na mBunphrionsabal dár gcuid: Eagraíocht atá Comhaimseartha, Ionchuimsitheach, Nuálach, Comhoibríoch agus Nasctha go Domhanda.
- An deis taithí luachmhar a fháil in institiúid chultúrtha atá ina ceannródaí domhanda.
- Deiseanna freastal ar imeachtaí agus ar thaispeántais speisialta músaeim.
- Deiseanna chun líonrú le gairmithe sna hearnálacha músaeim agus cultúrtha.

Tuarastal

Tá an tuarastal don ról seo i gcomhréir le scálaí pá na hearnála poiblí, ag tosú ag **€ 546.84**, Pointe 1 de Ghrád **Oifigh Chléireachais**) ar scála RPP, amhail an 1 Deireadh Fómhair 2024.

An Scála Tuarastail Lánaimseartha: €546.84 – €578.25 – €586.20 – €609.43 – €624.72 – €647.64 – €670.56 – €693.48 – €709.95 – €732.20 – €750.86 – €766.04 – €787.66 – €821.35 – €847.83 – €860.06

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.

Sonraí Conartha

- **Cineál Conartha:** Téarma Seasta

- **Fad an Chonartha:** Conradh 6 mhí
- **Tréimhse Phromhaidh:** 2 mhí
- **Uaireanta Oibre:** Luan go hAoine, 40 uair sa tseachtain, sosanna san áireamh
- **Suíomh:** IMMA, Bóthar Míleata, Ospidéal Ríoga Chill Mhaighneann, Cill Mhaighneann, Baile Átha Cliath 8

Conas iarratas a Dhéanamh

Chun iarratas a dhéanamh don deis spreagúil seo, cuir na nithe seo a leanas isteach:

1. Litir chumhdaigh shaincheaptha ag míniú d'oiriúnacht don ról.
2. Curriculum vitae reatha.

Ba cheart iarratais a chur isteach trí <https://imma.bamboohr.com/careers/50?source=aWQ9MTU%3D>

Is é an spriocdháta chun iarratais a fháil: 24^ú Márta 2025

Dátaí agallaimh: 1 Aibreán 2025

Dáta Tosaigh: Deireadh mhí an Mhárta - Tús mhí Aibreáin

Chun tuilleadh cúnamh nó socruithe réasúnta a fháil le linn an phróisis iarratais, seol ríomhphost chuig tetiana.shchukina@imma.ie.

Bígí lenár bhFoireann

Is fostóir comhdheiseanna é IMMA, atá tiomanta go mór do chomhionannas, éagsúlacht agus cuimsiú a chur chun cinn. Spreagaimid go gníomhach iarratais ó dhaoine aonair as gach cúlra agus gach cineál taithí. Is mór againn an saibhreas a thugann foireann éagsúil dár gcuid oibre, rud a chuireann le taithí na foirne agus na gcuairteoirí araon.