

# IMMA

## Job Opportunity at IMMA

### Open Competition for the role of

### Shop Assistant Fixed - Term Contract of Employment

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## About IMMA

The Irish Museum of Modern Art (IMMA), located in the historic **Royal Hospital Kilmainham**, is Ireland's leading institution for contemporary art. Our extraordinary 17th-century building, set upon 48 acres overlooking the River Liffey, stands as a witness to a millennium of change—an ever-evolving space where past and present meet.

At IMMA, we believe that art mobilises communities to deliver the radical social, economic, and environmental possibilities we wish to see in the world. Rooted in this historic building, IMMA fosters innovation and creativity through programs centered on the research, creation, presentation, and collection of the art of our time. Our vision is to be the most dynamic and welcoming cultural destination in Ireland, recognised internationally as a thought leader in contemporary art practice.

IMMA is a space where local and global connect, where contemporary art and contemporary life meet, challenge, and inspire one another. We engage with The Curious Community, Culture Enthusiasts, and Art Savants through a collaborative, bold-thinking, and ethical approach. Our shop is an extension of this mission—an inspiring, vibrant, and dynamic space that brings contemporary culture to life.

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## Role Overview

This role is central to optimising and maintaining the IMMA Shop and all retail activities.

The IMMA Shop is more than just a retail space—it is a key part of our vision to make contemporary art accessible and engaging. Through a carefully curated selection of books, design objects, and artist editions, the shop extends IMMA's creative influence, offering visitors an opportunity to bring contemporary culture into their daily lives.

This role is ideal for someone who is passionate about contemporary art, enjoys engaging with diverse audiences, and thrives in a creative, collaborative, and ethically driven environment. As part of our team, you will help ensure the shop is welcoming, efficient, and aligned with IMMA's commitment to bold new possibilities.

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## Key Responsibilities

### Shop Management

- Ensure that the retail desk operates efficiently at all times.
- Maintain a professional and friendly environment with all members of the public and colleagues.
- Maintain the tidiness and cleanliness of the shop, calling for assistance from the IMMA cleaning team when needed.
- Monitor and input inventory levels and propose re-stocking orders.
- Participate in the annual stocktake and other category product counts.
- Work with the existing team to store, sell, ship and maintain IMMA Art Editions and Exhibition catalogues, reinforcing our mission to promote contemporary art. By maintaining these collections, the role contributes to IMMA's broader goal of positioning itself as an internationally recognised thought leader in contemporary art practice.
- Balance cash received at the end of each day and run reports.
- Keep updated on IMMA policies for Health & Safety, Manual Handling, and GDPR.
- 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.
- This role requires an element of heavy lifting and of movement of stock.

### Provision of Service

- Provide excellent service when dealing with visitors, in both the shop and in dealing with general queries both online, over the phone and in person.
- Promote the shop via IMMA's retail online social media platforms.
- Be familiar with stock and stock locations in order to best serve IMMA's visiting customers.

### Online Retailing

- Retrieve on-line orders each day for processing and shipping.
- Maintain the on-line catalogue.
- Respond to on-line queries in a timely manner.
- Nurture relationships with institutions and customers.

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## Key Deliverables

- Actively participate in and seek out learning and training opportunities.
- Be open and accepting of necessary change, learning and innovation; changing behavioural style or method of approach when necessary to achieve a goal.
- Take leadership, direction, and training from management and ensure that you fully understand the company policies and operations procedures.
- Complete all necessary tasks and fulfil all commitments made to your team, colleagues, and manager on time and without supervision.
- Be a positive ambassador of IMMA and promote IMMA at all times.
- Other tasks as required by the department head.

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## Why Work with IMMA?

### At IMMA, we are proud to offer:

- Work in a vibrant cultural institution that champions contemporary art.
- Engage with a diverse and inspiring community of visitors, artists, and colleagues.
- Be part of a creative, bold-thinking, and ethical team that values collaboration and innovation

- 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 17<sup>th</sup> 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 **€35,018**, Point 1 of the Grade: **Invigilator Public Safety** (PPC) scale, as of 1st March 2025.

The Full Time Salary Scale: €35,018; €36,067; €37,118; €38,031; €38,594; €39,335; €39,902.

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.

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## Contract Details

- **Contract Type:** Fixed - Term
- **Contract Duration:** 7 months
- **Hours:** 4 days a week
- **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/51?source=aWQ9MTU%3D>

**Closing date for receipt of applications: 03rd of April 2025**

**Interview dates: Beginning of April**

**Commencement Date: April**

For further assistance or reasonable accommodations during the application process, please email [tetiana.shchukina@imma.ie](mailto:tetiana.shchukina@imma.ie).

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## 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.

# IMMA

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

### Comórtas Oscailte don ról

#### Cúntóir Siopa Téarma Seasta Conradh Fostaíochta

### Eolas faoi IMMA

Is é Áras Nua-Ealaíne na hÉireann (IMMA), atá suite in **Ospidéal Ríoga Chill Mhaighneann stairiúil**, príomh-institiúid na hÉireann maidir le healaín chomhaimseartha. Is léiriú é ár bhfoirgneamh 17ú haois iontach, atá suite ar 48 n-acra os cionn na Life, de mhíle bliain d'athruithe - spás a athraíonn i gcónaí ina dtagann an t-am atá thart agus an t-am i láthair le chéile.

Ag IMMA, creidimid go spreagann ealaín pobail chun na féidearthachtaí sóisialta, eacnamaíocha, agus timpeallachta radacacha a chur i gcrích lena bhfuilimid ag súil le feiceáil sa domhan. Agus é fréamhaithe san fhoirgneamh stairiúil seo, cothaíonn IMMA nuáil agus cruthaitheacht trí chlár atá dírithe ar thaighde, ar chruthú, ar chur i láthair agus ar bhailiú ealaíne ár linne. Is í ár bhfís le bheith mar an ceann scríbe cultúrtha is fuinniúla agus is fáiltí in Éirinn, ag a bhfuil aitheantas idirnáisiúnta mar cheannaire smaoinimh maidir le cleachtas ealaíne comhaimseartha.

Is spás é IMMA ina ndéantar ceangal idir an saol áitiúil agus an saol domhanda, ina dtagann ealaín chomhaimseartha agus saol na linne seo le chéile, agus ina spreagann siad a chéile. Téimid i dteagmháil leis an bPobal Fiosrach, le Díograiseoirí Cultúir agus le Saineolaithe Ealaíne trí chur chuige comhoibritheach, smaointeoireachta misniúla, agus eiticíúil. Is ionann ár siopa agus fairsingiú an mhísín sin - spás spreagúil, bríomhar, agus fuinniúil ina dtugtar cultúr comhaimseartha chun beatha.

### Achoimre ar an Ról

Is ról lárnach é seo maidir le Siopa IMMA agus gníomhaíochtaí miondíola uile a bharrfheabhsú agus a chothabháil.

Tá níos mó i gceist le Siopa IMMA ná spás miondíola - is príomhchuid é dar bhfís chun ealaín chomhaimseartha a dhéanamh so-aimsithe agus tarraingteach. Trí rogha de leabhair, de réada dearaidh, agus d'eagráin ealaíontóirí atá léirithe go cúramach, leathnaíonn an Siopa tionchar cruthaitheach IMMA, agus cuirtear deis ar fáil do chuariteoirí cultúr comhaimseartha a thabhairt isteach ina saolta laethúla.

Is ról foirfe é seo do dhuine a bhfuil a c(h)roí istigh san ealaín chomhaimseartha, a bhaineann sult as teagmháil a dhéanamh le spriocluachtanna éagsúla, agus a dhéanann go sármhaith i dtimpeallacht chruthaitheach, chomhoibritheach atá bunaithe ar eitic. Mar bhall dár bhfoireann, cuideoidh tú lena chinntiú go mbíonn an siopa fáilteach, éifeachtúil, agus ar aon dul le tiomantas IMMA d'fhéidearthachtaí nua, misniúla.

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## Príomhfhreagrachtaí

### Bainistíocht an tSiopa

- Ag cinntiú go n-oibrítear an deasc mhiondíola go héifeachtúil an t-am ar fad.
- Timpeallacht phroifisiúnta agus chairdiúil a choimeád le baill uile an phobail agus le comhghleacaithe.
- Slacht agus glaineacht an tsiopa a chothabháil, agus cabhair á hiarraidh ó fhoireann ghlantacháin IMMA nuair is gá.
- Leibhéal fardail a mhonatóiriú agus a chur isteach agus orduithe athstocála a mholadh.
- Páirt a ghlacadh sa stocáireamh bliantúil agus in áirimh táirgí catagóirí eile.
- Obair a dhéanamh leis an bhfoireann atá ann cheana chun Eagráin Ealaíne agus catalóga Taispeántais IMMA a stóráil, a dhíol, a sheoladh agus a choimeád, agus ár misean chun ealaín chomhaimseartha a chur chun cinn á atreisiú. Trí na bailiúcháin sin a choimeád, cuireann an ról le sprioc níos leithne IMMA chun é féin a chur chun cinn mar cheannaire smaoinimh ag a bhfuil aitheantas domhanda maidir le cleachtas ealaíne comhaimseartha.
- Airgead a fuarthas a chomhardú ag deireadh gach lae agus tuairiscí a rith.
- Coinneáil cothrom le dáta faoi bheartais IMMA maidir le Sláinte agus Sábháilteacht, Láimhsiú Sábháilte, agus an RGCS.
- Fabht ar bith a thuairisciú do d'fhostóir nó do mhaoirseoir díreach os do chionn, gan aon mhoill mhírreasúnta, maidir le trealamh, áit oibre nó córais oibre nó maidir le hearra nó substaint ar bith ar dócha go gcuirfeadh siad tú féin nó duine eile i mbaol.
- Teastaíonn méid áirithe de thógáil meáchan trom agus de bhogadh stoic ón ról seo.

### Soláthar Seirbhísí

- Seirbhís den scoth a chur ar fáil agus tú ag déileáil le cuairteoirí, sa siopa agus ag déileáil le ceisteanna ginearálta araon ar líne, ar an teiléafón agus go pearsanta;
- An siopa a chur chun cinn trí ardáin mheán sóisialta mhiondíola ar líne IMMA;
- Cleachtadh a bheith agat ar stoc agus ar láithreacha stoic d'fhonn freastal ar chustaiméirí ar cuairt IMMA ar an mbealach is fearr.

### Miondíol Ar Líne

- Orduithe ar líne a aisghabháil gach lá le haghaidh próiseála agus seolta;
- An chatalóg ar líne a choimeád;
- Ceisteanna ar líne a fhreagairt gan mhoill;
- Caidrimh le hinstiúidí agus le custaiméirí a chothú.

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## Bunspricanna Inghnóthaithe

- Páirt ghníomhach a ghlacadh i ndeiseanna foghlama & oiliúna agus iad a iarraidh.
- Bheith oscailte maidir le hathruithe, foghlaim agus nuáil atá riachtanach agus iad a ghlacadh; an stíl iompraíochta nó an modh chur chuige a athrú nuair is gá chun sprioc a bhaint amach.
- Glacann tú le ceannaireacht, treoir agus oiliúint ón mbainistíocht agus cinntíonn tú go bhfuil tuiscint shoiléir agat ar bheartais agus nósanna imeachta oibríochtaí an chomhlachta.
- Cuireann tú gach tasc riachtanach i gcrích agus comhlíonann tú gach gealltanas a thugann tú do d'fhoireann, do do chomhghleacaithe agus do do bhainisteoir, agus déanann tú an méid sin in am agus gan aon mhaoirseacht.
- Bheith i d'ambasadóir dearfach ar son IMMA agus IMMA a chur chun cinn an t-am ar fad.
- Tascanna eile de réir mar a theastóidh ó cheann na rannóige.

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## Cad Chuige a nOibreofá Le IMAA?

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

- Obair in instiúid chultúrtha bhríomhar a chuireann ealaín chomhaimseartha chun cinn.
- Teagmháil a dhéanamh le pobal éagsúil agus spreagúil cuairteoirí, ealaíontóirí, agus comhghleacaithe.

- Bheith i do chuid d'fhoireann chruthaitheach, smaointeoireachta misniúla, agus eiticíúil ina bhfuil meas ar chomhoibriú agus ar nuáil.
- 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 hibrideach.
- An deis dul i mbun oibre i bhFoigineamh suaimhneach álainn stairiúil a théann siar go dtí an 17<sup>ú</sup> 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.

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## Tuarastal

Tá an tuarastal don ról seo i gcomhréir le scálaí pá na hearnála poiblí, ag tosú ag **€35,018**, Pointe 1 den Ghrád: scála (RPP) **Feitheoir Sábháilteachta Poiblí**, amhail an 1 Márta 2025.

An Scála Tuarastail Lánaimseartha : €35,018; €36,067; €37,118; €38,031; €38,594; €39,335; €39,902.

Ba cheart d'iarrthóirí a thabhairt faoi deara go gcomhlíonann Áras Nua-Ealaíne na hÉireann treoirínte 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.

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## Sonraí Conartha

- **Cineál Conartha:** Téarma Seasta
- **Fad an Chonartha** 7 mí
- **Uaireanta Oibre:** 4 lá sa tseachtain
- **Suíomh:** IMMA, Bóthar Míleata, Ospidéal Ríoga Chill Mhaighneann, Cill Mhaighneann, Baile Átha Cliath 8

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## 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/51?source=aWQ9MTU%3D>

Is é an spriocdháta chun iarratais a fháil: 3 mhí Aibreáin

Dátaí agallaimh: Tús mhí Aibreáin

Dáta Tosaigh: Aibreán

Chun tuilleadh cúnamh nó socruithe réasúnta a fháil le linn an phróisis iarratais, seol ríomhphost chuig [tetiana.shchukina@imma.ie](mailto:tetiana.shchukina@imma.ie).

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## 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.