

IMMA

ROLE PROFILE

FELLOWSHIP

ENGAGEMENT & LEARNING

ROLE PROFILE	
Job Title:	Engagement & Learning Fellowship
Reports To:	Head of Research & Learning
Location:	IMMA, Military Road, The Royal Hospital Kilmainham, Kilmainham, Dublin 8
Key Terms:	
<p>The role is offered on an 24-month full time fixed term contract subject to an agreed probationary period and is pensionable.</p> <p>The Salary is in accordance with the Executive Officer Std (EO) 1st point of the PPC as at 01st March 2025</p> <p>Scale: Executive Officer Std (PPC) Scale Point as at 01st March 2025 at Point 1 of the scale €37,544, €39,465, €40,550, €42,667, €44,564, €46,400, €48,229, €50,019, €51,848, €53,670, €55,604, €56,900, LSI 1 €58,748, LSI 2 €60,610</p> <p>Normal statutory deductions will apply. Pension scheme contributions will also be deducted where applicable.</p> <p>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 entry level will be at Point 1 of this Grade.</p>	
Role Purpose	IMMA seeks to appoint an Engagement & Learning Fellow to join its busy Engagement & Learning team. The Fellow will have the opportunity to help shape this special and highly visible moment in the life of the museum. The Fellow will actively support the coordination and delivery of the museum's engagement & learning programmes and work across other museum departments as required.
Key Responsibilities	<p><i>Key responsibilities to be undertaken based on priorities agreed with HOD and subject to the needs of the Department/ Programme.</i></p> <p>Programme support:</p> <ul style="list-style-type: none"> • To work with the Engagement & Learning team in the coordination, production and communication of IMMA's education, public and artists' residency programmes. • To engage with teams across the museum to assist in the planning and delivery of Engagement & Learning programmes. • To assist in online and on-site events run by the Engagement & Learning and Digital programmers. • To assist in creating online content and digital communications across all programmes. • To act as a liaison between Engagement & Learning programmers and other stakeholders as required. • To support the planning, coordination and delivery of IMMA's Engagement & Learning programmes including Talks, Events, Schools, Colleges, Public programmes

	<p>such as Adult, Youth and Family, the Residency and Research projects.</p> <ul style="list-style-type: none"> • To work with the Engagement & Learning team to maximise opportunities for access to the museum's resources for participants on all programmes. • To assist with the management of databases and coordination of communications with attendees and participants on all programmes. • To establish and maintain good relationships with stakeholders and suppliers. • To assist the Head of Engagement & Learning with other duties where necessary
Other Responsibilities	<p>General</p> <ul style="list-style-type: none"> • To be aware of and keep sector knowledge up-to-date. • Actively participate in and seek out learning and development opportunities regarding leadership and team skills and apply learning to carry out the 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 visitors, colleagues and supervisors. • 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"> • Maintain a working environment in line with Health & Safety legislation. • Attend Health and Safety training as required. • Adhere to all policies and procedures including safety guidelines. • Maintain a safe and clean work environment that will assist the museum to ensure that employees and visitors have the ability to visit and work in our museum safely. • Recognise risks in operational and museum activities and then proactively apply the right measures and processes to control and manage those risks. • Report any locations of potentially dangerous materials to your Manager. • Report all accidents and incidences to your Manager.

	<ul style="list-style-type: none"> • Ensure that the security of the museum is maintained in terms of the security guidelines.
Competencies, Skills and Experience Required	<p>Skills and Experience</p> <ul style="list-style-type: none"> • A degree at undergraduate level (e.g. in Arts, Art History, Fine Art, Arts Management, or Education) is required. A Master's qualification in a relevant field would be an advantage. • Demonstrable experience planning and delivering events in a fast-paced environment. • Experience in delivering workshops/talks/ seminars. • Experience in or a strong interest in supporting learner centered approaches and methodologies. • Experience in research methods • Experience supporting the delivery of creative marketing campaigns. • Excellent computer skills with experience of website content management systems (WordPress); Power-Point; Excel and email marketing software (Mailchimp). • Some experience using ticketing systems would be an advantage. <p>Capability Dimensions</p> <p>Building Future Readiness</p> <ul style="list-style-type: none"> • To be proactive realising and effecting change to improve things to meet current and future demands. • To have experience with IT and to use an Excel tracker with the aim to improve some aspects of your work. • To be willing to change and suggest new approaches to colleagues relating to implementing new systems or new features which contribute to a willingness to change. • To be open to ask of any new skills that have been learned by colleagues that enabled change or improvements. • To find out what new skills colleagues learned that assisted change and improvements. <p>Delivering Excellence</p> <ul style="list-style-type: none"> • To be able to plan and prioritise your work to ensure a good quality of work is delivered on time. • To have knowledge or experience of supervising or leading on a project and to take responsibility for colleagues work or a teams' work. <p>Managing Information, Problems & Decisions</p> <ul style="list-style-type: none"> • To have the capacity to problem solve and to be able to ask colleagues for examples of any outcomes relating to decisions they made. • To be able to establish analysis to be completed before or after decision or judgements are completed prior to a course of action taken.

	<p>Leading, Supporting & Developing</p> <ul style="list-style-type: none"> • To demonstrate ability to lead and support colleagues using your own knowledge. • To demonstrate ability to motivate a team and to be able to delegate a team. • To be able to show coaching or mentoring ability to help colleagues develop within a role. <p>Leading with Specialist Insight</p> <ul style="list-style-type: none"> • To enhance leadership skills to develop your expertise in an area through training and mentoring. • To be able to share your expertise and knowledge with others to good effect. <p>Communication & Collaboration.</p> <ul style="list-style-type: none"> • To be able to participate within a team environment and contribute to building relationships and communicating effectively. • To have the ability to be able to adapt communication skills to suit a situation or person and to be able to successfully deal with difficult situations through effective communication. • To be able to present and engage with collaborations involving possible difficult conversations with stakeholders or colleagues with the aim to reach a positive outcome.
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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: _____
Employee

Print Name _____

Date: _____

Signed: _____
Manager

Print Name: _____

Date: _____