

ÁRAS NUA-EALAÍNE
NA hÉIREANN
IRISH MUSEUM OF
MODERN ART

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imma.ie

IMMA

ROLE PROFILE

Visual Arts Curatorial
Fellowship

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

Royal Hospital
Kilmainham
Dublin 8
D08 FW31, Ireland

ROLE PROFILE	
Job Title:	Visual Arts Curatorial Fellowship
Reports To:	Head of Programming
Location:	IMMA, Military Road, The Royal Hospital Kilmainham, Kilmainham, Dublin 8
Key Terms:	
<p>The role is offered on an eighteen-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 which is €37,544</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; LS1 €58,748; LS2 €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	<p>The Irish Museum of Modern Art (IMMA) invites applications for its Visual Arts Curatorial Fellowship. This fellowship is designed to support emerging scholars and professionals in the field of contemporary art. Reporting to the Head of Programming (or nominated person), the Visual Arts Curatorial Fellow will work from the Exhibitions Department to support all phases of exhibition development. This program offers a unique opportunity to gain hands-on experience in curatorial practices while contributing to the operational success of the Exhibitions Department. Fellows will also benefit from professional growth opportunities, including exposure to IMMA's strategic projects and access to training and career development resources.</p>
Key Responsibilities	<p>The Visual Arts Curatorial Fellow will:</p> <ul style="list-style-type: none"> - Assist in the preparation of exhibitions, aligning with IMMA's strategic goal of connecting audiences with contemporary art. - Assist in the management and display the museum's permanent collection, ensuring it reflects IMMA's commitment to innovative programming and community engagement. - Conduct research on works of art within the collection to support IMMA's mission of challenging and inspiring through art. - Update information for wall texts and documentation in the curatorial files, contributing to the museum's role as a creative catalyst for change.

	<ul style="list-style-type: none"> - Provide administrative support within the Exhibitions Department, helping to strengthen IMMA's operational success. - Work closely with individual curators, liaising regularly with members of staff in other teams and departments to foster a vibrant cultural hub. <p>The role will comprise of four components:</p> <p>Primary work placement Engage in specific projects under the supervision of the Head of Programming (or nominated person), focusing on agreed learning objectives and contributing to IMMA's strategic goals.</p> <p>Professional experience and exposure The Visual Arts Curatorial Fellow will be exposed to the diverse functions of the Museum, and given the opportunity to avail of professional training opportunities and seminars.</p> <p>Public tours and research Regular interaction with visitors and speaking about works of art is an essential skill for museum professionals. The Visual arts Curatorial Fellow will be invited to contribute to public museum tours and/or education programmes.</p> <p>Career and Skills Development Support The Visual Arts Curatorial Fellow will partake in IMMA's Performance Management Development System (PMDS), which will contain a schedule of work and personal professional development plan. The purpose of the PMDS is to provide an agreed work plan and goals and will be a record of the Curatorial Fellows professional experience, thereby ensuring clarity around work commitment. This should support the Fellow in future employment or education applications.</p>
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.

	<ul style="list-style-type: none"> 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. Ensure that the security of the museum is maintained in terms of the security guidelines.
Competencies, Skills and Experience Required	<p>Qualifications:</p> <ul style="list-style-type: none"> B.A. in Art History, Museum Studies, or equivalent (specialty in contemporary art). M.A. or Ph.D. (advantageous). Minimum 2 years of curatorial or related experience. <p>Experience:</p> <ul style="list-style-type: none"> Museum Knowledge: Demonstrable knowledge of collections, exhibitions, and operations in Ireland's cultural, heritage, and arts sectors. Art Publishing: A record of art publishing (advantageous). Visual Art Tours: Experience in leading tours and interpreting contemporary and modern art. <p>Additional Knowledge and Experience:</p> <ul style="list-style-type: none"> International Museum Loans: Knowledge and experience with loan processes. Logistics: Experience with transport, customs, crating, export licenses, and condition reporting. Museum Best Practices: Facilities reports, security, conservation, display, and installation. Technical Teams: Experience working with technical teams and art handlers. Stakeholder Management: Experience with private and corporate lenders and patrons. Database Management: Knowledge and experience with museum relational databases. Exhibition Design: Basic experience with design software and implementation. Research: Both directed and independent.

	<p>Competencies</p> <ul style="list-style-type: none"> <p>Building Future Readiness</p> <p>Changing and improving things to meet current and future demands. A candidate might have used IT to improve some aspect of work, like an Excel tracker. You could ask them when they have shown that they were willing to change or perhaps suggested a new approach to a colleague or were part of a new system being implemented. You could ask about helpful suggestions they have made and followed through on. You could ask about what new skills they learned that helped them with the change or improvements.</p> <p>Delivering Excellence</p> <p>Ensuring that work is planned and prioritised and good quality work is delivered on time. You could ask about a time they supervised work or led a project or took a leading role. Ask about how they took ownership and responsibility for their work (and the work of others, if applicable). You could also ask about a problem that arose when they were doing that work, and how they solved the problem. Or ask for examples about a decision or judgement they made or what analysis they did before deciding on a course of action.</p> <p>Managing Information, Problems & Decisions</p> <p>Ensuring that work is planned and prioritised and good quality work is delivered on time. You could ask about a time they supervised work or led a project or took a leading role. Ask about how they took ownership and responsibility for their work (and the work of others, if applicable). You could also ask about a problem that arose when they were doing that work, and how they solved the problem. Or ask for examples about a decision or judgement they made or what analysis they did before deciding on a course of action.</p> <p>Leading, Supporting & Developing</p> <p>Leading others and supporting them or leading through the candidate's own specialist knowledge. You could ask for an example of a time they led others. You might be interested in how they</p>
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	<p>supervised people, how they motivated the team, supported them, and delegated to them. Or you could inquire about when they coached and mentored a colleague and inquire about how they coached or trained them and helped them develop into a role. Another way of leading is by the candidate contributing their knowledge and expertise of an area. You could ask about how they developed that expertise and knowledge and how they kept it up to date or when they have shared that knowledge with others to good effect.</p> <ul style="list-style-type: none"> • Leading with Specialist Insight <p>Leading others and supporting them or leading through the candidate's own specialist knowledge. You could ask for an example of a time they led others. You might be interested in how they supervised people, how they motivated the team, supported them, and delegated to them. Or you could inquire about when they coached and mentored a colleague and inquire about how they coached or trained them and helped them develop into a role. Another way of leading is by the candidate contributing their knowledge and expertise of an area. You could ask about how they developed that expertise and knowledge and how they kept it up to date or when they have shared that knowledge with others to good effect.</p> <ul style="list-style-type: none"> • Communication & Collaboration. <p>Teamwork and building relationships and communicating effectively. Ask for examples where the candidate has developed effective relationships or where they contributed to the work of a team. Ask for when they changed the way they communicated to suit the person (or people) that they were talking (or presenting) to. You could also ask for when they had a difficult conversation with a colleague or a customer. Or ask about a presentation they made or when they collaborated and engaged with relevant stakeholders.</p>
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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: _____

Print Name _____

Employee

Date: _____

Signed: _____

Manager

Date: _____

Print Name: _____