

Open Competition for the role of

Venue and Events Supervisor Permanent Full Time 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 Venue and Events Supervisors will act as the principal client liaison and point of contact during live events. They will oversee staff, manage the interface between in-house services and external providers, and ensure a seamless experience from the initial client meeting to post-event handover.

- Ensure the smooth running of all events, where all aspects of the client and guest experience are delivered to the highest levels, ensuring both property and organisational standards are attained and adhered to.
- Line management of 2 x Service Officers
- Work proactively to maximise client and guest satisfaction, delivering a timely and responsive approach to enquiries and problem resolution.
- Work with the Senior Commercial Events Manager to develop and implement goals and targets aligned with the organisational strategies.
- Collaborate with all members of the team within the department, fostering a culture of growth, development and performance whilst reflecting and promoting the organisation's cultures and values.
- Communicate with the Senior Commercial Events Manager to ensure that sales targets are realised, that costs and departmental inventory are controlled, and performance levels are attained.
- Build and maintain effective working relationships with all key stakeholders, ensuring all communication and activities are delivered and undertaken in a timely manner.
- Introduce and promote agreed activities that advance sales and profitability, whilst incorporating environmental concerns.
- Ensures adherence to all relevant legislation where due diligence requirements and best practice activities are planned, delivered, and documented for internal and external audit, performing follow-up as required.

Key Responsibilities

Pre – Event Planning:

- Utilise software for event layout coordination and oversee all event details.
- Establish and manage the vendor supplier framework, coordinating with external providers, e.g. caterers, decorators, AV technicians.
- Liaise with IMMA Venues clients to establish event details and communicate these details internally to IMMA Staff.

Live Event Delivery:

- Be the onsite point of contact for IMMA Venues clients hosting events at IMMA Venues and for IMMA Venues agreed suppliers who are facilitating events at IMMA Venues.
- Supervise Service Officers in the set-up of room(s).
- Supervise event security and cleaning staff (contracted for event).
- Coordinate with music and entertainment providers to manage logistical and administrative details as needed.
- Conduct sound check readings during live events and ensure adherence to event protocols.
- Act as the on-site event controller, supervising all aspects from conception to live execution.
- Be present during live events to address last-minute requests and ensure smooth operation.
- Be present, or nominate an IMMA Venues representative, to monitor IMMA Venues event spaces to ensure no damage occurs during live events.

Post – Event:

- Continuously evaluate event processes and procedures to identify and implement improvements for future events.
- Oversee the set up and takedown of the event and ensure the venue is cleaned and restored to its original condition.
- Prepare detailed reports on the event, including attendance, incidents, damages, and financial summaries.

Additional Responsibilities

Deputisation:

- Provide cover for other team members, if needed.

Standard Operating Procedures (SOPs)

- Develop and implement SOPs to administer events to a high professional standard. Maintain up-to-date details on events and communicate changes to relevant personnel.

Health & Safety Compliance:

- Ensure all health and safety requirements are met for live events, liaising with both in-house and external health and safety consultant, as required. Responsible for North Range emergency evacuation.

Staff Learning and Development:

- IMMA staff participate in an annual PMDS process. In conjunction with the Senior Commercial Events Manager, assess training and educational needs of staff for on-site and external training, as required. Adhere to employment law and public service legislation when engaging with staff members ensuring their efforts are always optimised.

Certification Requirements:

- Maintain certifications in first aid, CPR, and manual handling.

Building Knowledge:

- Acquire familiarity of the venue, including electrical equipment and plant locations, lighting, and heating.

Financial Management:

- Accurately track financial income, expenditure against agreed budget.

What We Are Looking For

The successful candidate will have:

- Third level qualification in Business, Event Management or Hospitality.
- Minimum 3 years' experience in a similar role.
- Proficiency in MS Office suite and CAD systems.
- Excellent communication skills and strong relationship management abilities.
- Customer service focused.
- High standards of organisational skills and attention to detail.
- Multitasking expertise.
- Ability to remain calm and professional under pressure.
- Proven track record in logistics and project management.
- Marketing and promotional acumen.
- Robust administrative and supervisory skills.
- Team player with the ability to work independently and take initiative.
- AV and catering experience would be advantageous.

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 **€37,544.00**, Point 1 of the Executive Officer (PPC) scale, as of 1st March 2025.

The Full Time Salary 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

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:** Full time
- **Contract Duration:** Permanent
- **Hours:** Monday to Friday, 35 hours per week, net of breaks
- **Location:** IMMA, Military Road, The Royal Hospital Kilmainham, Kilmainham, Dublin 8

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/58>.

Closing date for receipt of applications: 29 July 2025

Interview dates: August 2025

Commencement Date: September 2025

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.

Comórtas Oscailte don ról

Maoirseoir Ionaid & Imeachtaí Buan Lánaimseartha Conradh Fostaíochta

Eolas faoi IMMA

Tá Áras Nua-Ealaíne na hÉireann, atá lonnaithe in Ospidéal Ríoga Chill Mhaighneann, 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, iad uile a chuireann lenár smaointeoireacht chomhaimseartha agus tiomantas 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 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.

Achoimre ar an Ról

Beidh Maoirseoirí na hÁite agus na nImeachtaí ag gníomhú mar phríomh-theagmhálaí cliant agus mar phointe teagmhála le linn imeachtaí beo. Beidh siad ag maoirsiú ar fhoireann, ag bainistiú an chomhéadain idir seirbhísí inmheánacha agus soláthraithe seachtracha, agus ag cinntiú taithí gan uaim ó chruinniú tosaigh an chliant go dtí an lámh-thar-ais i ndiaidh an imeachta.

- Cinntigh go ritheann gach imeacht go réidh, áit a gcuirtear gach gné de thaithí an chliant agus aíonna i bhfeidhm ag na leibhéil is airde, ag cinntiú go gcomhlíontar caighdeán an réadmhaoiné agus na heagraíochta.
- Bainistíocht líne ar 2 Oifigeach Seirbhíse.
- Oibrigh go gníomhach chun sástacht cliant agus aíonna a uasmhéadú, ag seachadadh cur chuige tráthúil agus freagrúil maidir le fiosrúcháin agus réiteach fadhbanna.
- Oibrigh leis an Bainisteoir Sinsearach Imeachtaí Tráchtála chun spriocanna agus aidhmeanna a fhorbairt agus a chur i bhfeidhm atá ailínithe le straitéisí na heagraíochta.
- Comhoibrigh le gach ball den fhoireann laistigh den rannóg, ag cothú cultúir fáis, forbairt agus feidhmíochta agus cultúir agus luachanna na heagraíochta á léiriú agus á gcur chun cinn.
- Cumarsáid leis an Bainisteoir Sinsearach Imeachtaí Tráchtála chun a chinntiú go mbaintear amach spriocdhíolacháin, go ndéantar costais agus fardal na rannóige a rialú, agus go mbaintear amach leibhéil feidhmíochta.
- Tóg agus coinnigh caidrimh oibre éifeachtacha le gach geallsealbhóir tábhachtach, ag cinntiú go ndéantar gach cumarsáid agus gníomhaíocht a sheachadadh agus a dhéanamh go tráthúil.
- Tabhair isteach agus cuir chun cinn gníomhaíochtaí a comhaontaíodh a chuireann le díolacháin agus brabúsacht, agus imní timpeallachta san áireamh.
- Cinntíonn sé/sí cloí leis an reachtaíocht ábhartha ar fad, áit a bhfuil ceanglais dualgais chúraim agus gníomhaíochtaí dea-chleachtais pleanáilte, curtha i bhfeidhm, agus doiciméadaithe le

haghaidh iniúchta inmheánaigh agus seachtrach, agus déanann sé/sí gníomhartha ina dhiaidh sin más gá.

Príomhfhreagrachtaí

Pleanáil Réamh-Imeachta:

- Úsáid bogearraí chun leagan amach imeachtaí a chomhordú agus maoirsiú a dhéanamh ar gach mionsonra imeachta.
- Bunaigh agus bainistigh creat soláthraithe díoltóirí, ag comhordú le soláthraithe seachtracha, m.sh. lucht lónadóireachta, maisitheoirí, teicneoirí AV.
- Déan comhphlé le cliaint IMMA Venues chun sonraí na n-imeachtaí a bhunú agus cumarsáid a dhéanamh leis na sonraí sin go himmheánach le Foireann IMMA.

Seachadadh Beo an Imeachta:

- Bí mar phointe teagmhála ar an láthair do chliaint IMMA Venues atá ag óstáil imeachtaí ag IMMA Venues, agus do sholáthraithe comhaontaithe IMMA Venues atá ag éascú imeachtaí ansin.
- Maoirsiú a dhéanamh ar Oifigigh Seirbhíse le linn socrú na seomraí.
- Maoirsiú a dhéanamh ar fhoireann slándála agus glantacháin na n-imeachtaí (ar conradh don imeacht).
- Comhordaigh le soláthraithe ceoil agus siamsaíochta chun sonraí lóistíochta agus riaracháin a bhainistiú de réir mar is gá.
- Déan léamha seiceála fuaime le linn imeachtaí beo agus cinntigh cloí le prótacail na n-imeachtaí.
- Gníomhú mar rialtóir imeachta ar an láthair, ag maoirsiú gach gné ón gcoincheap go dtí an cur i bhfeidhm beo.
- Bí i láthair le linn imeachtaí beo chun déileáil le hiarrataí deireanacha agus chun oibriú réidh a chinntiú.
- Bí i láthair, nó ceap ionadaí ó IMMA Venues, chun faireachán a dhéanamh ar spásanna imeachtaí IMMA Venues agus a chinntiú nach ndéantar aon damáiste le linn imeachtaí beo.

I ndiaidh an Imeachta:

- Déan measúnú leanúnach ar phróisis agus nósanna imeachta na n-imeachtaí chun feabhsuithe a aithint agus a chur i bhfeidhm do na himeachtaí amach anseo.
- Maoirsiú ar an tsocrú agus ar an mbain anuas d'imeacht, agus a chinntiú go ndéantar an láthair a ghlanadh agus a chur ar ais go dtí a riocht bunaidh.
- Ullmhaigh tuairiscí mionsonraithe faoin imeacht, lena n-áirítear freastal, teagmhais, damáistí agus achoimrí airgeadais.

Freagrachtaí Breise

Ionadaíocht

- Cumhdach a sholáthar don Fheidhmeannach Imeachtaí más gá.

Nósanna Imeachta Oibriúcháin Caighdeánacha (NIOC)

- NIOC a fhorbairt agus a chur i bhfeidhm chun imeachtaí a réachtáil ar ardchaighdeán gairmiúil. Sonraí a choinneáil cothrom le dáta maidir le himeachtaí agus athruithe a chur in iúl don phearsanra ábhartha.

Comhlíonadh Sláinte & Sábháilteachta

- Déan cinnte de go mbainfear amach riachtanais sláinte agus sábháilteachta ag imeachtaí beo, i gcomhairle le comhairleoir sláinte agus sábháilteachta inmheánach agus seachtrach, de réir mar is gá. Freagrach as aslonnú éigeandála na Sraithe Thuaidh.

Foghlaim agus Forbairt Foirne

- Glacann foireann IMMA páirt i bpróiseas bliantúil PMDS . I gcomhar leis an mBainisteoir Sinsearach Imeachtaí Tráchtála, riachtanais oiliúna agus oideachais ball foirne a mheas le haghaidh oiliúna ar an láthair nó oiliúna seachtraí, mar is gá. Cloí le dlí fostaíochta agus reachtaíocht seirbhíse poiblí nuair a táthar ag plé le baill foirne agus barrfheabhsú a n-iarachtaí a chinntiú i gcónaí.

Riachtanais Deimhniúcháin

- Teastais i ngarchabhair, ACS, agus láimhsiú sábháilte a choimeád.

Eolas a Chothú

- Cur amach ar an láithreán a bhaint amach, lena n-áirítear trealamh leictreach agus suíomhanna cumhachta, soilsiú, agus téamh.

Bainistíocht Airgeadais

- Ioncam airgeadais, caiteachas i leith buiséid réamhshocraithe a rianú go beacht.

Riachtanais

Cáilíocht tríú leibhéal sa Ghnó, Bainistíocht Imeachtaí nó Fáilteachas:

- Taithí 3 bliana ar a laghad i ról comhchosúil.
- Cumas le foireann MS Office agus córais CAD.
- Scileanna cumarsáide den scoth agus inniúlachtaí láidre bainistíochta caidrimh.
- Dírithe ar sheirbhís do chustaiméirí
- Ardchaighdeán scileanna eagrúcháin agus súil ghrinn.
- Saineolas iltascála.
- An cumas fanacht socair agus gairmiúil faoi bhrú.
- Cuntas teiste cruthaithe ar lóistíocht agus bainistíocht tionscadail.
- Grinneas sa mhargaíocht agus bolscaireacht.
- Scileanna láidre riaracháin agus maoirseachta.
- Imreoir foirne agus an cumas oibriú go neamhspleách agus oibriú as do stuaim féin.
- Beidh taithí AV agus lónadóireachta ina mbuntáistí.

Téarmaí agus Coinníollacha

Cad Chuige a nOibreofá Linne?

- An deis páirt a ghlacadh i Straitéis IMMA 2024-2028.
- An deis dul i mbun oibre i bhFoirgneamh stairiúil suaimhneach álainn a théann siar go dtí an 17^ú haois agus a bhfuil 48 n-acra de Chluainté agus de Ghairdíní mórthimpeall air – é ina thearmann dúlra i lár 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.
- Scéim Pinsin Ceirde
- 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 an tseirbhís phoiblí, ag tosú ag **€37,544.00**, Pointe 1 de scála Oifigeach Feidhmiúcháin (PPC), mar atá an 1 Márta 2025.

Scála Pá Iomlán (Lánaimseartha): €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

Ba chóir d'iarrthóirí a thabhairt faoi deara go gcomhlíonann Áras Nua-Ealaíne na hÉireann (IMMA) treoirínte na Roinne Caiteachais Phoiblí agus Athchóirithe maidir le pá agus coinníollacha fostaíochta agus socruithe pinsin sa tseirbhís phoiblí. Beidh an leibhéal iontrála ag Pointe 1 den Ghrád seo.

Contract Details

- **Cineál Conartha:** Lánaimseartha
- **Fad an Chonartha:** Buan
- **Uaireanta:** Luan go hAoine, 35 uair sa tseachtain, glan de shosanna
- **Suíomh:** IMMA, Bóthar Míleata, Ospidéal Ríoga Chill Mhaighneann, Cill Mhaighneann, Baile Átha Cliath 8

Conas Iarratas a Dhéanamh

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

1. Litir chumhdaigh shaincheaptha ag míniú do chuid oiriúnachta don ról.
2. CV reatha.

Ba chóir iarratais a chur isteach trí: <https://imma.bamboohr.com/careers/58>

Dáta deiridh d'iarratais a fháil: 29 Iúil 2025

Dátaí agallaimh: Lúnasa 2025

Dáta Tosaigh: Meán Fómhair 2025

Le haghaidh tuilleadh cabhrach nó socruithe réasúnta le linn an phróisis iarratais, seol ríomhphost chuig:

tetiana.shchukina@imma.ie

Bí Linn

Is fostóir comhionannais deiseanna é IMMA, agus táimid tiomanta go láidir do chothromas, éagsúlacht, agus cuimsiú a chur chun cinn. Spreagaimid go gníomhach iarratais ó dhaoine de gach cúlra agus taithí.

Is mór againn an saibhreas a thugann foireann éagsúil dár gcuid oibre, ag cur le taithí an fhoirne agus na gcuaiteoirí araon.