

IMMA

ROLE PROFILE

COLLECTIONS MANAGER AND SENIOR REGISTRAR

ROLE PROFILE	
Job Title:	Collections Manager & Senior Registrar
Reports To:	Head of Collections
Direct Reports:	Preventative Conservation Coordinator.
Location:	IMMA, Royal Hospital Kilmainham, Dublin 8
Salary	<p>Higher Executive Officer Standard (PPC) Scale as at 01st March 2025 €58,264.00 - €68,472.00 plus LSI 1 €70,928.00 and LSI 2 €67,378.00</p> <p><i>The Irish Museum of Modern Art (IMMA) adheres to the guidelines set out by the Department of Public Expenditure, NDP Delivery and Reform in relation to public sector pay and conditions of employment. Appointment to this role will be made at Point 1 of the relevant salary scale, in accordance with public sector entry-level pay policy.</i></p>

Role Purpose	<p>The Collections Manager & Senior Registrar is a key management role within IMMA's Collections Department, responsible for the management and operational care of 4,500 artworks and a growing body of Collection-related archival material. Reporting to the Head of Collections, the role ensures best-practice standards in documentation, conservation, and access, while supporting the rollout of the new Collections Management System (Qi) and the institutional-wide programme of work to develop the Collection and IMMA's programmes related digital content, as part of the future Global Learning & Research Centre Collections (GLRC) and is a key objective of IMMA's Strategic Plan.</p> <p>This role directly supports IMMA's strategic priorities, including:</p> <ul style="list-style-type: none"> • Access and Inclusion – Enhancing public access to the national collection through digital platforms and the GLRC. • Sustainability and Care – Ensuring ethical stewardship and sustainable conservation of the Collection balanced with audience accessibility. • Innovation and Digital Transformation – to lead the ongoing rollout of Qi and supporting digital engagement strategies. • Organisational Excellence – Building capacity and resilience within the Collections team in line with public sector frameworks.
Key Responsibilities	<p>1. Collection Management & Senior Registrar</p> <ul style="list-style-type: none"> • Lead the registration, documentation, and record management of IMMA's Collection in line with international museum standards. • Oversee the continued development and implementation of the new Collections Management System (Qi), supporting digital access and GLRC planning. • Maintain and update the Collection database, including tracking object movements, inputting data from artist and artwork files, and addressing legacy documentation backlogs.

	<ul style="list-style-type: none"> • Coordinate all documentation and logistics for loans and displays, including condition reporting, packing, transport, and insurance arrangements. • Conduct a full Collection inventory every five years, with annual spot checks and condition assessments, updating the CMS accordingly. • Support internal and external audits, including the bi-annual collections management audit and annual financial audits, ensuring compliance and transparency. • Ensure all loans are covered by appropriate commercial insurance or Government Indemnity. <p>2. Collections Care and Storage</p> <ul style="list-style-type: none"> • Develop and deliver an annual work plan for the care and preservation of the Collection, aligned with IMMA's strategic priorities. • Oversee condition reporting, conservation treatments (in-house and outsourced), photography, and framing as required. • Coordinate with the Art Store Supervisor, curatorial, and production teams to ensure efficient access to off-site stored works and alignment with programme schedules. • Liaise with the Exhibitions Department to combine logistics, handling, and movement of Collection works. • Facilitate the Exhibitions Department to optimise storage access and transport planning. • Manage environmental monitoring contracts and pest control in collaboration with Facilities. • Share responsibility for disaster preparedness and response planning for the Collection, both on display and in storage. • Support IMMA's progress toward full accreditation under the Museum Standards Programme for Ireland (MSPI). <p>3. Budget and Resource Management</p> <ul style="list-style-type: none"> • In consultation with Head of Collections' who has oversight of annual Departmental budget – to work with the Programme Production Manager, to scope and develop sub budgets and technical schedules for the annual work programme. • Manage budgets for conservation, storage, and collection care, tracking income and expenditure and reporting monthly to the Head of Collections. <p>4. Collection Development and Governance</p> <ul style="list-style-type: none"> • Coordinate at least three annual meetings of the Collection & Acquisitions Committee, preparing agendas, minutes, and curatorial research documentation. • Present proposed acquisitions and updates on Collection care and management to the committee. <p>5. Access, Research, and Display</p> <ul style="list-style-type: none"> • Work with the Collections team to plan and deliver annual programmes of Collection display, research, preservation, and access.
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	<ul style="list-style-type: none"> Contribute to the development of IMMA's Collection Online platform and digital access initiatives, in line with GLRC and audience engagement goals. <p>6. Policy and Strategic Planning</p> <ul style="list-style-type: none"> Support the Head of Collections in maintaining and updating Collection management policies. Contribute to strategic planning for the Collection's development, including GLRC and digital infrastructure projects. <p>7. IMMA Representation and Sector Engagement</p> <ul style="list-style-type: none"> Act as an ambassador for IMMA at internal and external events, advocating for the Collection and IMMA's mission. Engage with national and international museum networks and stay informed on developments in contemporary art and museum practice. <p>8. Staff Management and Development</p> <ul style="list-style-type: none"> Provide effective line management to the Preventative Conservation Coordinator, including regular one-to-one meetings, performance reviews, and ongoing support for professional growth. Supervise and mentor interns, fellows, and Erasmus placements, ensuring a structured and supportive learning environment that fosters skill development, confidence, and meaningful engagement with the organisation's work. Contribute to a positive team culture by encouraging collaboration, continuous learning, and open communication
Other Responsibilities	<p>General</p> <ul style="list-style-type: none"> Keep collections and industry knowledge up to date. Actively participate in and seek out learning and training opportunities regarding the operational duties and apply learning to carry out the Senior Registrar and Collections Manager 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 all members of the public and colleagues. 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 always driven.

	<ul style="list-style-type: none"> • 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 always promote IMMA. <p>Health & Safety</p> <ul style="list-style-type: none"> • Take reasonable care to protect your own safety, health and welfare and that of any other person who may be affected by your acts or omissions while at work. • Co-operate with your employer and any other person as necessary to assist that person in complying with safety and health legislation as appropriate. • Correctly use any article or substance and protective clothing and equipment provided for use at work for your own protection (taking account of the training and instructions given by the employer). • 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. • Not intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or item provided for securing the safety, health or welfare of persons in the workplace. • To attend training on health and safety as required and to be willing to undergo assessments on such training. • Not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that they are likely to endanger their own safety, health and welfare at work or that of any other person. • Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person at work or your own safety, health and welfare.
Key Results Areas	<ul style="list-style-type: none"> • Collection records are accurate, current, and comprehensive, with all object movements, condition reports, and documentation updates consistently maintained in the CMS (Qi). • Legacy documentation gaps are systematically identified and resolved, with measurable annual progress toward full data integrity across the Collection. • Robust systems and workflows are in place to ensure that the day-to-day care, conservation, and management of the Collection meet or exceed national and international museum standards. • Strategic objectives are supported through effective planning and delivery, including contributions to GLRC development, digital access initiatives, and MSPI accreditation.

	<ul style="list-style-type: none"> Work with various IMMA Departments to gather and submit the application for full accreditation of the MSPI in 2026
Person Specification.	<p>Qualifications and Experience</p> <ul style="list-style-type: none"> Essential: Third-level qualification in Museum Studies or a related discipline. Extensive experience in a Registrar or Collections Management role within a museum or cultural institution of comparable scale and complexity. Proven expertise in using and managing Collections Management Systems (e.g. TMS MuseumPlus). Strong digital and IT proficiency, including MS Office and platforms relevant to collections, documentation, and public access. <p>Core Capabilities (Aligned with HEO Framework)</p> <p>1. Strategy and Delivery</p> <ul style="list-style-type: none"> Demonstrates the ability to plan, manage, and deliver complex programmes such as loans, conservation, and digital access. Aligns day-to-day operations with IMMA's Strategic Plan, including GLRIC development and MSPI accreditation. Uses data and evidence to inform decisions and improve systems and processes. <p>2. People and Team Leadership</p> <ul style="list-style-type: none"> Leads and motivates staff, interns, and fellows to deliver high-quality outcomes. Builds a collaborative and respectful team culture, supporting professional development and wellbeing. Applies the principles of Safe to Create, fostering a safe, inclusive, and respectful working environment. <p>3. Communication and Engagement</p> <ul style="list-style-type: none"> Communicates clearly and persuasively with internal and external stakeholders, including artists, lenders, auditors, and the public. Advocates for IMMA's mission and values at national and international events. Demonstrates a commitment to customer service and responsiveness to feedback. <p>4. Specialist Knowledge and Continuous Learning</p> <ul style="list-style-type: none"> Brings deep knowledge of contemporary art collections, museum standards, and ethical practice. Actively engages in professional development and sectoral learning. Applies up-to-date knowledge to improve systems, policies, and public access to the Collection. <p>Values and Workplace Culture</p> <p>Public Service Values</p> <ul style="list-style-type: none"> Demonstrates integrity, impartiality, and a commitment to public service excellence. Upholds transparency, accountability, and ethical standards in all aspects of work.

	<p>Safe to Create – Dignity at Work</p> <ul style="list-style-type: none"> • Promotes a culture of dignity, safety, and respect in line with the Safe to Create Code of Behaviour. • Recognises and addresses harmful behaviors, contributing to a positive and inclusive workplace. <p>Equality, Diversity, and Inclusion</p> <ul style="list-style-type: none"> • Champions equality of access and opportunity in all areas of responsibility. • Actively supports diversity and inclusion in the workplace and in the public presentation of the Collection.
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This role profile outlines the key areas of responsibility and accountability for the position. It is not intended to be an exhaustive list of duties and may be subject to review and revision in response to organisational changes or evolving needs within the Museum. All IMMA employees are required to comply with the Museum's screening, security, and Garda vetting procedures.

Signed: _____ Print Name _____
Employee

Date: _____

Signed: _____ Print Name: _____
Manager

Date: _____