

IMMA

Job Opportunity at IMMA

Open Competition for the role of

X8 Part Time Seasonal Invigilator

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

To work as part of the Visitor Experience Team to deliver a high standard of customer service and create a welcoming, engaging, and safe environment for all visitors and employees, while ensuring the museum, its property, assets, and surrounding areas are maintained securely through vigilance and due diligence.

To maintain a professional and approachable manner at all times, delivering excellent customer service by engaging with visitors and providing clear, relevant information on the museum's galleries, exhibitions, artists, and public programmes.

Key Responsibilities

Key responsibilities to be undertaken based on priorities agreed with HOD and subject to the needs of the Department/ Programme.

- Proactively engage with museum guests to deliver an excellent standard of customer service, creating a welcoming, informative, and positive visitor experience for all.
- Will safeguard the museum's property from Theft and Damage at all times and ensure that the museum's visitor guidelines are carried out at all times through effective communication and invigilation.
- Ensuring that all Galleries and exhibitions are open and ready to admit visitors on time by good time keeping and teamwork.
- Ensure all visitors to IMMA are treated with respect and as far as practicable have enjoyed their experience through staff interaction with them.
- Will be capable of invigilation and associated duties for exhibitions and events held at the Museum or other locations that may be utilised temporarily for the Irish Museum of Modern Arts programmes.
- Will undergo all relevant training, relating to staff and visitor emergency evacuation procedures
- Dealing with all visitors in responding positively in providing information and promoting the museum's current and forthcoming programs.

- Promotion of the museum's patrons and members programs, current publications and forthcoming talks and lectures when working in the galleries or Front of House

Communication

- To be capable of communication and interaction with visitors on all levels
- To be capable of communication professionally with all colleagues

Programme Evaluation

- Liaising with the departments Supervisors and where practicable with Curators to provide accurate mid exhibition feedback and Post Exhibition feedback of the visitor experience

Key Performance Indicators:

- Will be capable of assisting in the physical evacuation and subsequent security of the museum in the event of fire evacuation or any other emergency that may affect the operation of the museum.
- Will be able to deal with the public and respond positively in providing relevant information on the museum's current and forthcoming programmes.
- Will be a team player and capable of working within the team to achieve the goals that have been set out within the museums strategy statement.
- Maintain a proactive contribution to ensuring that IMMA provides a welcoming, informative and accommodating experience for all visitors
- A commitment to engaging with the public on the gallery floor with the necessary information and skills to deliver information to the best of their ability.
- Proactive invigilation and communicative skills utilised in protecting exhibitions
- Will undertake statutory and relevant training as directed by the museum. Including mandatory Child Protection Training
- Punctuality and reliability in working as a team player within the Visitor Engagement Team to deliver the department and IMMA's goals

The successful candidate will have:

- Excellent communication skills and the ability to work as part of a team.
- Experience in a customer focused role. Relative experience in the museum or tourist/hospitality sector an advantage.
- Experience with computers to ECDL standard or similar.
- Confident in asserting themselves when dealing with emergencies such as fire evacuation.
- Empathetic and capable of understanding a range of visitor's needs. Particularly in more challenging situations.
- Experience working as part of a friendly and interpersonal team.
- The ability to work under pressure and multi-task.
- An interest in the visual arts is an advantage.

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.
- 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.
- 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 **€36,227**, Point 1 of the Grade **Invigilator** (PPC) scale, as of 1st June 2026.

The Full Time Salary Scale: €36,227; €37,297; €38,369; €39,300; €39,875; €40,630; €41,209

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:** Fixed Term
 - **Contract Duration:** 6 months
 - **Hours:** 20 hours a month, breaks included
 - **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/75>

Closing date for receipt of applications: 29/06/2026

Please note:

- IMMA operates an open competition process, and applications are accepted exclusively via BambooHR.
- Applications sent by email or through other channels will not be considered. For questions related to the role or application process, you are welcome to contact us.
- IMMA's HR office is closed on Saturdays, Sundays, and Irish Bank Holidays. Any queries submitted during these times will be responded to on the next working day.
- We aim to respond to queries as promptly as possible. However, during periods of high activity, response times may be longer than usual. We appreciate your patience and understanding, and we thank you for your interest in working with IMMA.

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.

IMMA

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

Comórtas Oscailte don ról

mar Fheitheoir Séasúrach Páirtaimseartha X8

Maidir le IMMA

Tá Áras Nua-Ealaíne na hÉireann, atá lonnaithe in Ospidéal Ríoga Chill Mhaighneann, mar a bhí, ina fhoirgneamh iontach ón 17ú 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. Leis sin go léir, cuirtear lenár smaointeoireacht chomhaimseartha agus lenár dtiomantas chun 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 ina dtagann nithe áitiúla agus domhanda le chéile, spás ina dtagann ealaín chomhaimseartha agus an saol comhaimseartha le chéile, ina dtugann siad dúshlán dá chéile agus ina spreagann siad a chéile.

Achoimre ar an Ról

Chun oibriú mar chuid den Fhoireann um Eispéireas Cuartaíochta d'fhonn seirbhís ardchaighdeán do chustaiméirí a sholáthar agus chun timpeallacht atá fáilteach, tarraingteach, agus sábháilte a chruthú do chuireoirí agus fostaithe uile, agus ag cinntiú ag an am céanna go ndéantar an músaem, a chuid maoiné, sócmhainní, agus na limistéir máguaird a chothabháil go slán trí fhaireachas agus trí dhícheall cuí.

Chun dóigh ghairmiúil agus shochoideartha a choimeád i rith an ama, agus seirbhís shármhaith á soláthar do chustaiméirí trí dhul i dteagmháil le cuairteoirí agus faisnéis shoiléir agus ábhartha á cur ar fáil maidir le gailearaithe, taispeántais, ealaíontóirí, agus clár phoiblí an mhúsaeim.

Príomhfhreagrachtaí

Eochairfreagrachtaí a bheidh le cur i bhfeidhm bunaithe ar thosaíochtaí arna gcomhaontú le Ceann na Roinne agus faoi réir riachtanais na Roinne/an Chláir.

- Teagmháil réamhghníomhach a dhéanamh le haíonna chuig an músaem d'fhonn seirbhís shármhaith a sholáthar do chustaiméirí, agus eispéireas cuartaíochta atá fáilteach, faisnéiseach, agus dearfach á chruthú do gach duine.
- Déanfaidh sé/sí maoin an mhúsaeim a chosaint ar Ghadaíocht agus ar Dhamáiste i gcónaí agus cinnteoidh sé/sí go gcomhlíonfar treoirínte do chuireoirí ar an mhúsaeim i gcónaí trí chumarsáid agus trí fheitheoireacht éifeachtach.
- A chinntiú go bhfuil gach Gailearaí agus taispeántas oscailte agus réidh le cuairteoirí a ligean isteach in am trí dhea-mhaoirseacht ama agus obair foirne.
- A chinntiú go léirítear meas do gach cuairteoir ar IMMA agus a mhéid is indéanta gur mbainfidís taitneamh as a n-eispéireas trí chaidreamh a bheith ag an bhfoireann leo.

- Beidh sé in ann feitheoireacht agus dualgais ghaolmhara a dhéanamh do thaispeántais agus imeachtaí a réachtálfar sa Mhúsaem nó in áiteanna eile a d'fhéadfaí a úsáid go sealadach do chlár Áras Nua-Ealaíne na hÉireann.
- Rachaidh sé faoi gach oiliúint ábhartha, a bhaineann le nósanna imeachta aslonnaithe éigeandála foirne agus cuairteoirí
- Plé le gach cuairteoir agus aghaidh a thabhairt ar bhealach dearfach maidir le faisnéis a sholáthar agus clár reatha an mhúsaem agus clár an mhúsaem atá le teacht a chur chun cinn.
- Clár phátrún agus chomhaltaí an mhúsaem, foilseacháin reatha agus cainteanna agus léachtaí amach anseo a chur chun cinn agus é ag obair sna gailearaithe nó i limistéir fáilteachais

Cumarsáid

- A bheith in ann cumarsáid agus caidreamh a dhéanamh le cuairteoirí ar gach leibhéal
- An cumas cumarsáid a dhéanamh ar bhonn gairmiúil le comhghleacaithe uile

Meastóireacht ar an gClár

- Plé a dhéanamh le Maoirseoirí na roinne agus nuair is praiticiúil le Coimeádaithe chun aiseolas cruinn a chur ar fáil le linn na dtaispeántas agus aiseolas a chur ar fáil maidir le heispéireas na gcuairteoirí tar éis na dtaispeántas.

Príomhtháscairí Feidhmíochta:

- Beidh sé in ann cuidiú le haslonnú fisiciúil agus slándáil an mhúsaem ina dhiaidh sin i gcás aslonnú dóiteáin nó aon éigeandáil eile a d'fhéadfadh dul i bhfeidhm ar fheidhmiú an mhúsaem.
- Beidh sé in ann plé leis an bpobal agus freagra dearfach a thabhairt maidir le faisnéis ábhartha a sholáthar maidir le clár reatha an mhúsaem agus clár an mhúsaem atá le teacht.
- Beidh sé ina imreoir foirne agus in ann oibriú mar chuid den fhoireann chun na spriocanna atá leagtha amach laistigh de ráiteas straitéise an mhúsaem a bhaint amach.
- Cuidiú ar bhonn réamhghníomhach i gcónaí chun a chinntiú go gcuireann IMMA eispéireas fáilteach, faisnéiseach agus cuidiúil ar fáil do gach cuairteoir
- Tiomanta do theagmháil a dhéanamh leis an bpobal ar urlár an ghailearaí agus an fhaisnéis agus na scileanna riachtanacha aige chun faisnéis a sholáthar chomh maith agus is féidir leis.
- Scileanna réamhghníomhacha feitheoireachta agus cumarsáide a úsáidtear chun taispeántais a chosaint
- Tabharfaidh sé faoi oiliúint reachtúil agus ábhartha de réir mar a ordóidh an músaem. Lena n-áirítear Oiliúint éigeantach um Chosaint Leanaí
- Poncúlacht agus iontaofacht maidir le hoibriú mar imreoir foirne laistigh den Fhoireann Teagmhála Cuairteoirí chun spriocanna na roinne agus IMMA a bhaint amach.

Beidh na nithe seo a leanas ag an iarrthóir rathúil:

- Sárscileanna cumarsáide agus an cumas oibriú mar chuid d'fhoireann.
- Taithí ar ról atá dírithe ar chustaiméirí. Is buntáiste é taithí ghaolmhar a bheith agat san earnáil músaem nó san earnáil turasóireachta/fáilteachais.
- Taithí ar ríomhairí ar chaighdeán CETR nó a chomhionann.
- An mhuintín chun gníomhú go ceannasach agus plé á dhéanamh le héigeandálaí amhail aslonnú dóiteáin.
- Báúil agus in ann réimse riachtanas cuairteora a thuiscint. Go háirithe i gcásanna níos dúshlánaí.
- Taithí ar oibriú mar chuid d'fhoireann chairdiúil agus idirphearsanta.
- An cumas a bheith ag obair faoi bhrú agus iltascáil.
- Tá spéis sna hamharc-ealaíona ina buntáiste.

Cad Chuige a nOibreofá Le IMAA?

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

- 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.
- 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 Chluainte 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 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.

Tuarastal

Tá an tuarastal don ról seo ar aon dul le scálaí pá na hearnála poiblí, ag tosú ag **€36,227**, Pointe 1 den scála **Feitheora** Ghráid (RPP), amhail an 1 Mheithimh 2026.

An Scála Tuarastail Lánaimseartha: €36,227; €37,297; €38,369; €39,300; €39,875; €40,630; €41,209

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.

Sonraí Conartha

- **Cineál Conartha:** Téarma Seasta
- **Fad an Chonartha:** 6 mhí
- **Uaireanta Oibre:** 20 uair an chloig sa mhí, sosanna san áireamh
- **Suíomh:** IMMA, Bóthar Míleata, Ospidéal Ríoga Chill Mhaighneann, Cill Mhaighneann, Baile Átha Cliath 8

Conas Iarratas a Dhéanamh

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

3. Litir chumhdaigh shaincheaptha ag míniú d'oiriúnacht don ról.
4. Curriculum vitae reatha.

Ba cheart iarratais a chur isteach trí <https://imma.bamboohr.com/careers/75>

An dáta deiridh le haghaidh iarratais a ghlacadh: 29/06/2026

Tabhair faoi deara:

- Oibríonn IMMA próiseas comórtais oscailte, agus glactar le hiarratais go heisiach trí BambooHR.
- Ní chuirfear iarratais san áireamh a sheolfar le ríomhphost nó trí chainéil eile. Maidir le ceisteanna a bhaineann leis an ról nó leis an bpróiseas iarratais, cuirtear fáilte romhat teagmháil a dhéanamh linn.
- Bíonn oifig Acmhainní Daonna IMMA dúnta ar an Satharn, ar an Domhnach, agus ar Laethanta Saoire Bainc na hÉireann. Tabharfar freagra ar cheisteanna ar bith a chuirfear isteach le linn na n-amanna sin ar an gcéad lá oibre eile.
- Is é ár n-aidhm freagra a thabhairt ar cheisteanna a luaithe is féidir. Ach le linn tréimhsí ardghníomhaíochta, áfach, d'fhéadfadh agaí freagartha a bheith níos faide ná mar is gnách. Táimid buíoch as do chuid foighne agus as do thuiscint, agus gabhaimid buíochas leat as do spéis in obair a dhéanamh le IMMA.

Chun tuilleadh cúnaimh nó socruithe réasúnta a fháil le linn an phróisis iarratais, cuir ríomhphost chuig tetiana.shchukina@imma.ie.