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NA hÉIREANN
IRISH MUSEUM OF
MODERN ART

Cultúr Éireann
Culture Ireland

HUGH LANE
GALLERY

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IMMA

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Charity No. 20012793
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Request for Quotations (RFQ)

Curatorial co-ordinator services

Issued by

Irish Museum of Modern Art (IMMA),
Culture Ireland and Hugh Lane Gallery

Background

Ireland Invites is a collaborative initiative of **IMMA**, **Culture Ireland** and **Hugh Lane Gallery** that seeks to strengthen international engagement and exchange within the visual arts sector through the development of relationships with international curators, writers, researchers and other arts professionals.

The partner organisations are seeking quotations from suitably qualified individuals or service providers to coordinate and support the delivery of the Ireland Invites programme over a three-year period.

The successful contractor will work across the three organisations to support programme planning, stakeholder engagement, administration, reporting and programme delivery, while working independently under the direction of the Programme Steering Group.

The programme is funded through a grant awarded by **Culture Ireland**, with **IMMA acting as the Lead Contracting Authority** for the purposes of procurement, contract administration and payment.

Funding Arrangement and Contract Administration

The Ireland Invites programme is a collaborative initiative delivered by IMMA, Culture Ireland and Hugh Lane Gallery.

The programme is supported through grant funding provided by Culture Ireland and delivered through a partnership arrangement between the three organisations.

For the purposes of this procurement process and the subsequent administration of the contract, IMMA will act as the Lead Contracting Authority on behalf of the project partners.

The successful contractor will provide programme coordination services across all three partner organisations. Strategic oversight and guidance will be provided through a Programme Steering Group comprising representatives of IMMA, Culture Ireland and Hugh Lane Gallery.

As Lead Contracting Authority, IMMA will:

- Issue and manage the Contract for Services;
- Act as the primary point of contact for contractual matters;
- Receive and process invoices submitted by the contractor;
- Administer payments from the available programme funding;
- Coordinate contract administration on behalf of the project partners; and
- Convene meetings of the Programme Steering Group as required.

The successful contractor will submit invoices to IMMA in accordance with the agreed payment arrangements and contract deliverables.

While the contractor will work collaboratively with all three partner organisations, the contractor will not be an employee of IMMA, Culture Ireland or Hugh Lane Gallery. The successful applicant will be engaged as an independent service provider and will be responsible for all taxation, insurance, pension and statutory obligations arising from the provision of the services.

Scope of Services

The successful contractor will be responsible for:

- Coordinating Ireland Invites programme activities across the partner organisations.
- Liaising with invited guests, artists, curators, institutions and programme participants.
- Scheduling and organising meetings, visits and programme activities.
- Maintaining programme records and supporting administration.
- Preparing progress reports and updates for the steering group.
- Monitoring programme expenditure and providing budget updates where required.
- Supporting communications and stakeholder engagement activities.
- Assisting with programme evaluation and reporting requirements.

Governance and Reporting

The contractor will work independently while maintaining regular communication with the Programme Steering Group.

The Steering Group will comprise representatives of:

- IMMA
- Culture Ireland
- Hugh Lane Gallery

The Steering Group will provide strategic guidance and oversight in relation to programme delivery.

Essential Requirements

Applicants should demonstrate:

- Experience in arts administration, cultural project management or programme delivery.
- Strong organisational and project coordination skills.
- Experience of working with multiple stakeholders and partner organisations.
- Excellent written and verbal communication skills.
- Ability to work independently and manage competing priorities.
- Knowledge of the Irish and international visual arts sector.

Evaluation Process

The evaluation process will be conducted in two stages.

Stage 1: Written Submission (70%)

Criteria	Weighting
Relevant Experience	**30%**
Proposed Methodology and Approach	**30%**
Cost	**10%**

Stage 2: Presentation / Clarification Meeting (30%)

Following the assessment of written submissions, up to three highest scoring applicants may be invited to attend a presentation and clarification meeting.

The presentation stage will assess:

- Understanding of the programme objectives.
- Proposed delivery approach.
- Stakeholder management and collaboration.
- Communication and organisational capability.
- Capacity to deliver the services over the contract period.

The contracting authorities reserve the right not to proceed to Stage 2 if deemed unnecessary.

Award of Contract

The contract will be awarded to the applicant achieving the highest overall score following completion of the evaluation process.

The partner organisations reserve the right not to award a contract.

Tenderers must be self-employed service providers and, prior to contract award, will be required to provide:

- Evidence of current Tax Clearance Status;
- Public Liability Insurance with a minimum indemnity of €6.5 million;
- VAT registration details (where applicable);
- Details of relevant qualifications and experience;
- Confirmation of compliance with Data Protection and Health & Safety legislation.

Contract Type

Contract for Services (Self-Employed Contractor)

The successful applicant will be engaged as an independent contractor under a Contract for Services.

The successful contractor shall be responsible for their own tax affairs, insurance, pension arrangements and all statutory obligations arising from the provision of the services.

Nothing in this arrangement shall be construed as creating an employer-employee relationship between the successful contractor and IMMA, Culture Ireland or Hugh Lane Gallery.

Contract Duration

Three years from the date of appointment.

Contract Value

Maximum contract value: €49,500 (exclusive of VAT, where applicable) over the full three year contract period.

Payments will be made on receipt of valid invoices and in accordance with agreed milestones and deliverables.

Indicative Timetable

Activity	Date
RFQ Issued	**12/10/2026**
Closing Date for Queries	**26/10/2026**
Submission Deadline	**28/10/2026**
Evaluation of Submissions	**29/10/2026**
Presentations/Interviews (if required)	**09/11/2026**
Notification of Outcome	**16/11/2026**

How To apply

Applicants should submit:

- A brief proposal outlining their approach to delivering the services (maximum two pages).
- A current CV.
- Details of relevant experience and completed projects.
- Contact details for two referees.
- A fixed fee quotation for the services.

All submissions should be submitted electronically in PDF format.

Applications should be submitted via https://imma.bamboohr.com/careers/78

Email for any questions: tetiana.shchukina@imma.ie

OR

Mary Cremin, Head of Programming: mary.cremin@imma.ie

Notes for Applicants

- The appointment is for the provision of services and does not constitute an offer of employment.
- Applicants may apply as individuals, sole traders or registered companies.
- The successful contractor must be able to provide invoices for services rendered.
- The maximum funding available for this contract is €49,500 over the three-year period.
- The successful contractor will work collaboratively with IMMA, Culture Ireland and Hugh Lane Gallery in delivering the Ireland Invites programme.