

ESB Centre for the Study of Irish Art (ESB CSIA)

Fellowship

The National Gallery of Ireland (NGI) is Ireland's major national cultural institution devoted to the collection care and interpretation of fine art. The ESB CSIA is a research centre which holds one of the most important and valuable library and archive collections associated with the history of Irish visual art. This includes a unique collection of artists' papers and archives of art organisations and galleries from the past 300 years, as well as a vast collection of ephemera and publications. The aim of the ESB CSIA is to foster and promote interest in and research of Irish art and its history. Through its various cataloguing, research and public programmes the ESB CSIA engages a wide audience, playing a significant and crucial role in supporting and developing Irish art related projects at the Gallery. With the support of the ESB, in 2015 the Gallery established a fellowship programme at the CSIA. This paid Fellowship offers an opportunity for new and recent graduates of art history, and library, archival and museum studies to contribute to the ESB CSIA's dynamic programme of services and activities.

The NGI wishes to recruit an individual interested in pursuing a career working with museum, library and archive collections for the **ESB CSIA Fellowship**. Reporting to the Administrator of the ESB Centre for the Study of Irish Art the successful candidate will:

- Support the daily operations of the ESB CSIA
- Support cataloguing and processing of collections
- Contribute to the general upkeep and maintenance of the collection
- Assist with development and implementation of projects, programmes and exhibitions relating to Irish art and the CSIA collections
- Deal with enquiries and provide assistance to researchers
- Contribute to digitisation and online projects
- Contribute actively to promoting the ESB CSIA collections and services
- Complete other duties as required

The successful candidate will have:

- A qualification in art history, library, archive or museum related field
- A demonstrated interest in history of Irish visual art, archival and special collections
- A keen interest in research coupled with strong written communication skills
- Advanced IT skills and a familiarity with cataloguing and processing collections
- Strong oral communication and presentation skills
- An ability to work on own initiative and as part of a team
- An enthusiasm and interest in working in a cultural institution and a willingness to contribute to a positive working environment

Note: This job description is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. The job description may be subject to review in the view of new structures and / or the changing needs of the Gallery. All employees are required to be compliant with NGI screening, security and Garda vetting procedures

Grade and Salary: Salary will be in accordance with point 1 of the Library Assistant Class 2 Salary Scale (PPC), currently €24,950 per annum.

Duration: Fixed Term contract - 2 year

Closing date for receipt of applications: 12 noon, Friday 23rd June 2017.

Interviews - scheduled week commencing 17th July 2017.

How to apply: Interested applicants should send a cover letter and curriculum vitae (in MS Word only) in strictest confidence to Ms Michelle Serviss, HR Partner, No.89 Merrion Square West, Dublin 2 or alternatively via email to jobopportunities@ngi.ie. References (contact details) must be available upon request. Please state **H.W. Wilson Foundation Fellowship** on application. Candidates should note that panels may be formed from which future positions may be filled.

The National Gallery of Ireland is an equal opportunities employer.