

## Education Officer Teachers, Schools & Young People

The National Gallery of Ireland ('the Gallery') is Ireland's major national cultural institution devoted to the collection and care of fine art. Comprising some 16,000 paintings, drawings, watercolours, miniatures, prints, sculpture and decorative arts, the institution's extensive holdings include masterpieces by many of the most celebrated figures in the history of western European art. In addition, the Gallery houses the most representative collection of historic Irish art. Funded mainly by the State, the Gallery employs more than 140 staff and provides free access to the public 361 days a year.

The remit of the Education Department is to provide a year-round public programme of participation, engagement and learning events over three key strands: (i) the Gallery and the National Collection, (ii) Temporary Exhibitions / Unique Learning Projects and; (iii) Independent Arts Education Activities. It offers a wide range of activities for Early Years, Children and Families, Teachers, Schools and Young People, Adults and Life Long Learners, Community Groups and individuals with access and/or additional needs that will operate onsite, offsite and online.

The Gallery wishes to recruit an **Education Officer: Teachers, Schools & Young People** for the Education Department. Reporting to the Education Manager (or their nominated deputy) the Education Officer: Teachers, Schools & Young People will:

- Research, develop, design, implement and evaluate programmes & projects for Teachers, Schools and Young People (TSY) from pre-school to post-primary and third level in both formal and informal education sector
- Programme for TSY audiences, Onsite, Offsite and Online within agreed budgets and in accordance with Gallery Education Strategies, Curriculum requirements & National Policies including arts, education and child protection policies
- Progress continuous professional development (CPD) training, networking & cross-departmental opportunities for TSY audiences collaborating with key organisations
- Manage Transition Year Work Experience Programme & mentor Education interns
- Advance Schools Outreach and access strands alongside tailored programming for Young People (between age 16 to 24 years)
- Support the Tours Administrator and create new tours designed for TSY
- Provide lectures, tours, training, workshops, onsite / offsite as required
- Contribute to Education digital & online content & the Gallery's publicity materials for website and social media
- Manage enquiries relating to the Gallery, the collection and education services
- Complete other duties as and when required

### **The successful candidate will have:**

- Post-Graduate Qualification(s) in Art Education, History of Art or similar relevant discipline
- Significant experience with TSY in cultural, heritage and arts sector, the Irish education sector, and through outreach & access programming
- Evidence of public speaking and programming to engage diverse audiences across multiple channels
- A demonstrable knowledge of the Gallery's collections, exhibitions, operations & the Education Programme
- An ability to build and maintain strong relationships and network effectively
- Proficient IT skills, competency in digital design and a sound knowledge of social media
- Proven organisational skills coupled with an ability to meet deadlines while maintaining accuracy
- An ability to work on own initiative and as part of an effective team
- Excellent communication and interpersonal skills

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 is in accordance with point 1 of the Executive Officer salary scale (PPC), currently €28,739 per annum.

**Duration:** Permanent

**Closing date for receipt of applications:** 12 noon on Friday, 20<sup>th</sup> October 2017

**Interview dates:** Interviews will commence the week of 31<sup>st</sup> October 2017.

**How to apply:** Please send a cover letter and curriculum vitae to [jobopportunities@ngi.ie](mailto:jobopportunities@ngi.ie) or alternatively via post to the Ms. Michelle Serviss, HR Partner, National Gallery of Ireland, 89 Merrion Square West, Dublin 2. References (contact details) must be available upon request. Please state **Education Officer: Teachers, Schools & Youth, Education Department** 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**