

Henry Vaughan Fellowship Public Engagement Department

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 Public Engagement Department encompasses Education, Visitor Experience, Marketing & Communications with the aim of providing holistic, research driven experiences to audiences along with a wide range of opportunities to engage with the Gallery.

The Gallery wishes to recruit a **Henry Vaughan Fellow** on a 12 month fixed term contract. Reporting to the Senior Marketing & Engagement Manager (or his/her nominated deputy), the **Henry Vaughan Fellow** will:

- Develop and manage a Gallery-wide public calendar
- Research new public events and festivals that are not currently in the event calendar
- Co-ordinate projects & marketing for public engagement events
- Assist with the implementation of marketing campaigns for major exhibitions
- Support the management of social media, website & digital across the Gallery
- Assist in the support of Education programming
- Provide administrative support to the press office in communications & events
- Provide an excellent visitor experience in the Gallery
- Complete any other duties as required

The successful fellow will have:

- An advanced qualification in Art History or commensurate discipline
- Demonstrated knowledge of the Gallery's collections, exhibitions, operations in addition to the cultural, heritage and arts sector in Ireland
- An interest in a professional career in museums, and / or aspirations to continue in further postgraduate studies in art history, museum studies, or a related field
- Previous work experience in a cultural institute or arts management (desirable)
- Excellent communication and interpersonal skills
- Strong administration skills coupled with an ability to meet deadlines while maintaining accuracy
- Proficient IT skills with a good knowledge social media
- An ability to work on own initiative and as part of an effective team
- An enthusiasm and willingness to contribute to a positive working environment
- A positive attitude and proactive approach to work with a readiness to learn and develop a career in arts, heritage and cultural institution

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 Gallery's screening, security and Garda vetting procedures.

The fellowship will be divided into four primary components:

(1) Primary work placement

The Fellow will be assigned to a particular department under the supervision of the Senior Marketing and Engagement Manager. Fellows will be given the opportunity to make a substantial contribution to departmental projects.

(2) Professional experience and exposure

The Fellow's wide exposure to the diverse functions of the Gallery, and the museum sector generally. Fellows will also be given the opportunity to participate in professional training opportunities and seminars throughout the year (also providing support to those taking place at the Gallery).

(3) Public tours and programming

Regular interaction with visitors and speaking about works of art is an essential skill for museum professionals. The Fellow will also participate in designing and / or delivering public Gallery tours or education programmes.

(4) Career and Skills Development Support

The fellow will take part in an induction programme. Fellows will maintain a Professional Portfolio, which will contain a schedule of work and a personal professional development plan. The purpose of the Portfolio is to provide an agreed work plan, and a record of the Fellow's professional experience, thereby ensuring clarity around work commitments and providing a valuable document that will support the Fellow in future employment or education applications.

Salary: €20,000 per annum

Duration: 12 month fixed term contract

Closing date for receipt of applications: 4pm, 18th December 2017

Interview dates: Interviews will commence the week of 8th January 2018

How to apply: Please send a cover letter, Curriculum Vitae, degree transcript to 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 only **Henry Vaughan Fellowship** application.

The National Gallery of Ireland is an equal opportunities employer