

Máire MacNeill Sweeney Fellowship Curatorial Department

The National Gallery of Ireland ('the Gallery') is Ireland's largest national cultural institution devoted to the collection and care of fine art. The Gallery's collection comprises some 16,000 artworks, including masterpieces by many of the most celebrated figures in the history of Western art. In addition, the Gallery houses the most comprehensive collection of historic Irish art, and the National Portrait Collection. Its collections of art and archives are invaluable resources for anyone with an interest in art, history and Western culture. Funded mainly by the State, the Gallery employs more than 140 staff and is accessible free of charge to the public 361 days a year. The Curatorial Department comprises five curators with responsibility for specific areas of the permanent collection. The Curators, in consultation with the Director and the Head of Collections and Research, are tasked with determining the display of the permanent collection, shaping the exhibitions programme, proposing acquisitions to the permanent collection, determining loans into and out of the Gallery, and undertaking research relevant to their areas of expertise. In the fulfilment of these responsibilities, the Curators collaborate closely, and on an ongoing basis, with other departments within the Gallery, and with colleagues and counterparts outside the institution, both in Ireland and beyond.

The Gallery wishes to recruit a **Máire MacNeill Sweeney Fellow** in the Curatorial Department on a 12 month fixed term contract. Reporting to the Head Curator (or his/her nominated deputy), the Curatorial Fellow will serve as an integrated member of the Curatorial Department. The Curatorial Fellow will:

- Assist in the preparation of exhibitions
- Assist in the management and display of the permanent collection
- Conduct research on works of art in the collection
- Update information for wall texts
- Update documentation in the curatorial files
- Provide administration support within the Curatorial Department
- Work closely with individual curators, liaising regularly with members of staff in other teams and departments
- 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 and operations within the cultural, heritage and arts sectors in Ireland
- Advanced writing skills (shortlisted applicants may be asked to provide an example of their written work)
- 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 of 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 NGI 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 Head Curator. The fellow 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 Research

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 months 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 **Máire MacNeill Sweeney Fellow** application.

The National Gallery of Ireland is an equal opportunities employer