



## MAPLES AND CALDER CREATIVE SPACE VOLUNTEER

The National Gallery of Ireland (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 160 staff and provides free access to the public 361 days a year.

The Maples and Calder Creative Space volunteer assists in offering creative support and an excellent visitor experience in the Creative Space to Gallery visitors. Reporting to the Education Officer (and/or nominated deputy), the Maples and Calder Creative Space volunteering areas of responsibility and related duties include:

- Provide a quality visitor experience to Creative Space visitors
- Promote and inform visitors about the national collection, programme of events, visitor services, digital resources, creative packs and other visitor attractions
- Assist with keeping the Creative Space in optimum condition
- Ensure printed literature in the Creative Space is available and up to date
- Assist with scheduled artist-led workshops in the Creative Space
- Attend and engage with training on the Gallery, national collection, Gallery events and facilities
- Assist in other duties appropriate to volunteering as requested from time to time

### **Commitment:**

- 1-year commitment from agreed start date with Education Officer, with an annual renewal on 1 January every year
- Volunteering timeslots include 10am - 4.30pm (Monday - Saturday) or 11.30am - 4.30pm (Sunday). The Gallery requires volunteers on Mondays, Wednesdays, Thursdays, Fridays, Saturdays (10am - 4.30pm) and Sundays (11.30am - 4.30pm). Half day timeslots (10am - 1.30pm) on week days may be available if needed
- On occasion, a member of the Education team may request volunteer relief cover (if available only)

### **Requirements:**

- A knowledge or interest in art (an art/art history qualification is preferred but not essential)
- A professional, polite and courteous manner coupled with strong customer service and communication skills

- An interest in working with the public and an ability to work as part of a team of volunteers
- A second language and/or a conversational level in Irish (is advantageous but not essential)

**Volunteering at the Gallery is unpaid; the benefits of volunteering include:**

- Development of art knowledge, skills and experience in a gallery/museum environment
- Public contribution to the work of the National Gallery of Ireland
- Regular volunteer training on the national collection and related art areas
- Invitations to exhibition openings and other Gallery events
- Discounts in the Gallery Shop and Gallery Café
- Interaction with Gallery staff, volunteers in other departments and members of the public

Note: This volunteer description is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. All volunteers are required to be compliant with Gallery screening, security and Garda vetting procedures.

**Closing date for receipt of applications:** 4pm on Friday, 12 October 2018

**How to apply:** Interested applicants should send a cover letter and curriculum vitae (in MS Word only) to Kate Jameson ([kjameson@ngi.ie](mailto:kjameson@ngi.ie)). References (contact details) must be available upon request. Please state **Maples and Calder Creative Space volunteer** on application.

**The National Gallery of Ireland is an equal opportunities employer**