



Visual Artists Ireland Professional Development Training Programme Assistant

Visual Artists Ireland seeks an Arts, Arts Management or Visual Arts graduate to contribute to our Professional Development Training Programme as an Assistant. The role will involve hands on experience, assisting with the day-to-day organisation of the VAI Professional Development Training Programme during 2011 / 12, working alongside and reporting to the Professional Development Officer. This role is open to those who qualify under the FAS Work Placement Programme (1). For details of criteria for this scheme see: <http://www.fas.ie/en/WPP/>

The Education Programme

Visual Artists Ireland operates a wide range of professional development and education events throughout the year including workshops, peer discussion groups, seminars and talks. The delivery of this programme is greatly supported by our relationship with local and international visual art professionals and partner organisations throughout the island of Ireland. VAI works in partnership with Local Authorities, visual arts venues and others, combining resources to support the professional development of visual artists at regional level.

VAI PDP works in tandem with other professional development resources and supports provided by VAI such as the info~pool, VAI Help Desk, professional practice articles in The Visual Artists News Sheet and The VAI Student Pack aimed at undergraduate and recent graduates. For further details on the Professional Development and Visual Artists Ireland see: <http://visualartists.ie/education/>

Education Assistant Internship

Duration

Dec 2011 - Aug 2012

Role / Responsibilities

Hours of work: 25hrs a week / 3.5 days. There is flexibility on the precise days and hours to be worked but our office hours are 9.30am - 5.30pm.

Reporting to and assisting: Monica Flynn / Professional Development Officer. To undertake work as assigned by the Professional Development Officer as outlined below.

The overall area of work will involve: Liaison with Professional Development Partner Organisations and Venues in Northern Ireland and in the Republic of Ireland and administrative tasks relating to the Visual Artists Ireland Professional Development Training Programme in Dublin, Northern Ireland and occasionally elsewhere. This may include: travel to venues independently, and where appropriate, accompanying the Professional Development Officer to meetings and assisting with the following tasks in relation to the programme.

This programme runs in Dublin (Sept – Dec 2011) and in Northern Ireland (Feb – May 2012).

Specific tasks will include:

1. Tasks related to the delivery of workshops; room and equipment set up, photocopying of handouts, making tea and coffee, sitting in on workshops and reporting back to the Professional Development Officer as part of evaluation of the training programme.
2. General admin in relation to Venue and Partner Liaison – confirming dates, times, equipment needs and tasks relating to the co-marketing of the training programme with Partner Venues and Organisations. Tasks may include booking of print ads in newspapers, submitting material for free web and e-mail listings.
3. Liaising with Professional Development Facilitators with regard to their, availability, workshop content, contracts, equipment, travel, accommodation and payments
4. Handling bookings from artists wishing to participate in the workshops, providing and seeking advance information from participants, sending e-mail reminders, seeking and processing payments in line with the existing admin and financial procedures in place at VAI.
5. Gathering evaluation material following workshops and contributing to the evaluation of individual workshops and overall programme through first hand experience
6. Possibly some research on: funding opportunities and guidelines in the U.K. And Europe
7. Assistance with general VAI admin shared by all staff such as: answering the phone, fielding phone or in person inquiries to the appropriate person; answering the door; sorting incoming mail if needed and preparing and dropping outgoing mail; taking and recording equipment and dealing with incoming and outgoing equipment with members; shared canteen duties (we all love our tea in this office)

The Ideal Candidate

The ideal candidate will be a Visual Arts or Arts Management graduate who would like to gain experience in the contemporary visual arts professional environment as well as administrative skills and knowledge.

This is an excellent opportunity to get to know a range of professionals working in the visual arts and to gain an insight into career development issues for visual artists. It may appeal to those who are commencing professional careers as visual artists or those with curatorial or arts management career interests. It is also an opportunity for recent graduates to gain access to free professional development training through participation in some of the training sessions that you will be helping us organise.

The position requires a person who is thorough, methodical and attentive to detail. It requires the ability to work under the direction of others and have confidence to use initiative where appropriate. The role also requires good written and spoken English, a confident and friendly telephone manner and proficiency in MS Word, Excel and Access.

How to Apply

Interested applicants should email a brief covering letter and CV outlining their education, work and other professional interests and availability. N.B. The cover letter is an opportunity to tell us about your professional interests and administrative or voluntary experience in the visual arts.

Deadline: no deadline but we would hope to start the successful candidate before Christmas 2011. Following a short-listing process, short-listed candidates will be interviewed.

For further info contact: Monica Flynn / Professional Development Officer

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www.visualartists.ie/