

Exhibition Coordinator

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 Gallery wishes to recruit an Exhibition Coordinator for the Exhibitions & Collection Services Department on a permanent basis. The purpose of this role is to manage exhibitions & displays. Reporting to the Head of Exhibitions & Collection Services the Exhibition Coordinator will:

- Project Manage the Gallery's exhibitions and displays, manage the project's critical path, drawing up schedules and establishing and monitoring key milestones and deadlines
- Lead teams and act as main point of contact for the project. Chair meetings and ensure action points are met
- Work closely with the Project Manager – Exhibition Design on the development of the exhibition identity, design and audio guide
- Build positive relations with internal project teams and external stakeholders such as partners and external curators, working with diplomacy and discretion at all times
- Be responsible for project budgets and producing accurate and detailed data in relation to expenditure and income
- Manage the loan list, reporting regularly on the status of loan requests to key stakeholders
- Act as the main point of contact for lenders, administering loan requests, managing loan agreements, ensuring that all conditions of loan are met throughout the loan period
- Ensure that accurate and detailed exhibition & loan information is recorded on the Collection Management System (TMS) and that exhibition & loan files (paper & digital) are created and maintained for each project
- Ensure that the exhibition galleries and displays are checked and maintained throughout the exhibition, taking any corrective action necessary
- Ensure catalogues are sent to lenders once an exhibition has opened
- Work closely with the Art Handling & Loans Manager in relation to the logistics and installation of the exhibition
- Supervise the loading and unloading of incoming artworks if required (this may be out of hours)
- Co-ordinate project debriefs and evaluations

- Ensure compliance with health and safety requirements as set out in the NGI Safety Statement
- Upon successful completion of courier training, undertake courier duties in Ireland and abroad if required Manage & supervise exhibition interns/staff if required
- Assume other duties appropriate to the post as assigned by the Head of Exhibitions & Collection Services

The successful candidate will have:

- A third level qualification in art history, museums studies/arts administration or related topic
- Experience project managing exhibitions from start to finish in a similar environment
- Experience of incoming loan management
- Excellent organisational and administrative skills and ability to multi-task
- Good numeric and analytical skills
- Experience with TMS or a comparable Collection Management System
- Excellent IT skills, including Word, Excel and PowerPoint
- Self-motivation with a pro-active can-do attitude and a flexible approach to problem solving
- Excellent interpersonal skills, with the capacity to lead, yet flexible enough to work well within a team, and work collaboratively
- Excellent time management skills with the ability to prioritise a heavy workload often to demanding deadlines and working with a wide range of people on a variety of time-scales
- An ability to make good judgment and appropriate decisions under pressure;
- An ability and willingness to travel and to attend out of hours' functions, as required to meet the Gallery's objectives
- Commitment and interest in the Gallery & museum sector
- Knowledge of one or more European language (desirable)

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 Assistant Keeper II Salary scale (PPC), currently €30,680 per annum. Candidates should note the National Gallery of Ireland complies with Department of Public Expenditure and Reform regulations and guidelines on Public Service pay and conditions of employment.

Duration: Permanent

Working hours: Full time, 5 days a week - 37 hours per week. The successful candidate must be available to work occasional early mornings, evenings and weekends (as required).

Closing date for receipt of applications: 14 September 2018

Interviews will be held week commencing: 1 October 2018

The National Gallery of Ireland is an equal opportunities employer

