

## **Particulars of Role and Recruitment for the position of permanent Curator at Luan Gallery**

### **BACKGROUND**

Athlone Arts & Tourism is seeking to appoint a permanent Curator at Luan Gallery. Athlone Arts & Tourism operates Luan Gallery, Athlone Castle and Abbey Road Artists' Studios. These sites are of major significance to the cultural landscape of Athlone and the visual arts sector in the Midlands region. Details and particulars of the post are set out below.

### **LUAN GALLERY**

Luan Gallery is the municipal gallery for Westmeath, presenting an ambitious programme of contemporary visual art exhibitions and public engagement. Through its exhibitions, learning initiatives, and outreach, the gallery fosters dialogue between artists and communities, enriches cultural life in Athlone and the Midlands, and makes visual art accessible and relevant to diverse audiences in Ireland and beyond.

The exhibitions programme is defined by artistic excellence and includes a dynamic mix of solo and group exhibitions across three exhibition spaces. It presents both newly commissioned and existing work by Irish, Ireland-based, and international artists at all career stages. The programme engages with a broad spectrum of themes, reflecting current developments in contemporary art practice. Equality, diversity, and inclusion underpin the gallery's curatorial approach, artist selection, commissioning, and public programming, ensuring that a wide range of perspectives is represented. There are five programming slots per annum, planned at least one year in advance in line with policy.

Public engagement is integral to the gallery's work. Talks, workshops, curator-led tours, and artist-led events provide opportunities for audiences to experience and critically engage with contemporary art. These activities are designed to support access and encourage audience participation at local, national, and international levels.

### **THE ROLE**

Athlone Arts and Tourism is seeking to engage a committed and talented Curator who will play a key role in delivering visual art and educational programmes at Luan Gallery and Abbey Road Artists' Studios. The successful applicant will be an integral member of a small, dynamic team, contributing significantly to the delivery of the gallery's vision and strategic objectives.

This permanent, full-time role will suit a highly motivated, creative, practical, and flexible individual who enjoys working as part of a small team. The ideal candidate will have a strong track record in curating, project and programme management, along with a demonstrated interest in contemporary visual arts and in supporting practising visual artists and their work. Athlone Arts and Tourism seek an individual with at least five years of relevant programming and curatorial experience and a minimum of three years within a gallery context with evidence of a track record in producing and curating exhibitions and managing exhibition budgets within organisational and funding criteria, policies and timelines.

The *Curator* will work closely with the Director and management on the delivery, coordination, curation, presentation and funding of exhibitions to a high standard. In this role, they will research artistic practices and develop proposals for exhibitions. They will also support the ongoing delivery of the artistic vision and engagement strategies of Luan Gallery and Abbey Road Artists' Studios, in collaboration with the Director and management.

(a) Job Title: Curator

(b) Salary: €38,500 pa (based on 37.5 hr week or pro rata for a shorter working week of no less than 35hrs)

(c) Contract: Permanent full-time position, 37.5 hr week

(d) Responsible To: Athlone Arts & Tourism Ltd.

(e) Reporting To: Management of Athlone Arts & Tourism Ltd.

(f) Applicants to send 3 x hard copies of a current Curriculum Vitae and cover letter (including 2 named references), outlining their specific experience as it relates to the role description no later 5pm on Tuesday 12th May 2026.

Athlone Arts & Tourism is an equal opportunities employer.

### **KEY JOB RESPONSIBILITIES**

The *Curator* will be required to undertake a broad range of duties as set out hereunder:

#### **Gallery Exhibitions Programming**

- Work closely with the Director, management and the gallery programming panel to programme a diverse visual arts exhibition programme in line with the gallery's objectives, policies and strategies.
- Research into artistic practices in consideration of proposals for exhibitions in conjunction with management
- Work closely with the Director, management and the gallery team on the delivery, coordination, curation and installation of exhibitions at Luan Gallery
- Work closely with the Director and management on programming community exhibitions for the Boardwalk Gallery at Luan each year.
- Engage with exhibiting artists and guest curators on behalf of the gallery to ensure an excellent curatorial and supportive experience for the realisation of their exhibitions at Luan Gallery from early contact through to delivery and run of the exhibition
- Organise and oversee the coordination of inbound and outbound exhibitions across venues (logistics, storage, access, pickup)
- Support the Director, management and the Westmeath Arts Office in the delivery and ongoing development of the Westmeath Artists' Award
- Liaise with artists, speakers, couriers, buyers, agents, critics and any other relevant 3<sup>rd</sup> parties on behalf of the Director and the gallery as required
- Complete and oversee exhibitions-related administration
- Look after gallery sales processes as set out by the Director/Management team

#### **Education, Outreach and Studios**

- Work closely with colleagues to develop and deliver an education and outreach sessions/workshops programme for Luan Gallery and Abbey Road

- Deliver guided tours, curatorial talks, and represent the gallery and Studios on discussion panels as required
- Support the Director and management with the coordination of Abbey Road Artists' Studios residencies, community organisation/group lettings, educational activities and events as required
- Engage with the resident studio artists and conduct at least one studio visit and mentorship session with artists during their residency

## **People**

- The Curator will, as line manager have supervision responsibilities, working closely with the Director and management to supervise the gallery team to ensure smooth running of front of house duties and reception area, coordination and promotion of outreach and education activities and accessible events and materials to support public engagement with exhibition and invigilation
- Provide tours, reference notes and guidance to colleagues on the interpretation of exhibitions for engagement with the public, artists and groups.
- Engage and work with co-partners in the delivery of specific exhibitions as relevant and required
- Work closely with colleagues in the recruitment and contracting of artists and facilitators for cultural, educational, and outreach programmes across all facilities
- Provide reports to the Director and management, attend meetings and record minutes as required
- Cover front of house as required
- Cover gallery leave as required

## **Financial**

- Work with the Director and management on the preparation of a budget for the annual programme, and monitor outturns against budgets frequently and report anomalies to the Director and management
- Work closely with the Director and management, to explore sources of additional income and contribute to and make grant applications where feasible to the Arts Council, Creative Ireland etc.
- Work closely with the Director and management in overseeing the management of exhibition and outreach budgets to ensure that all activities are delivered within available budgets
- Ensure that all monies due are brought to account to include grant claims, sponsorships, box-office receipts, rents and other income
- Ensure that all organisational financial procedures and policies are adhered to
- Verify & monitor records and report on weekly takings in accordance with policies

## **Planning**

- Support the Director, management and Programming Panel to develop long-term strategic vision and planning for Artistic Programmes
- Work to create positive relationships with cultural, educational and funding bodies

- Explore opportunities for working in partnership with art and cultural tourism stakeholders

### **Profile & External Communications – Local, Regional & National**

- Work closely with the Director to attract high-quality national and, where possible, international exhibitors and collaborators
- Assist the Director and management in developing links with other arts venues, galleries, studios and heritage/tourist sites
- Support ideas for collaboration, co-partnership and funding of artistic programmes
- Communicate with educational bodies, e.g. universities, third-level institutions, schools and community groups relating to public and educational programmes
- Represent the gallery and studios professionally and effectively in the public domain as required

### **Customer Service, Administration and Marketing**

- Assist with front of house duties as required such as welcoming visitors, dealing with queries, bookings, ticketing and cash handling as required
- Draft press releases, speeches, essays and guiding copy on gallery exhibitions and studio activities for press, print and online marketing as required
- Assist with the advertisement and promotion of events and programmes, communicate with local, regional and national press including online media outlets, taking an active role in audience development
- Contribute to the development of the gallery social media and web platforms as required in line with organisational policies and procedures as required
- Collect and collate statistics and feedback, ongoing evaluation of exhibition, education and outreach programmes. Complete research as required
- Document and report items relating to security and conservation, and raise potential issues or concerns with the Director and management
- Complete Luan Gallery and Abbey Road Artists' Studios related administration

### **General**

- To attend operational, programming, finance, H&S, marketing and planning meetings as required
- The ability to provide First Aid is necessary (training will be provided)
- Venue keyholder with opening/closing responsibilities
- Venue Fire Officer responsibilities (training will be provided)
- To undertake appropriate training as required, particularly concerning H&S

The above duties outline the main functions and responsibilities of the post and may be subject to review in the future. *The Curator* must have a flexible approach to work and be adaptable to carry out other reasonable duties as may be assigned by the director, management and board of Athlone Arts and Tourism.

## CONDITIONS OF EMPLOYMENT

- The *Curator* will be employed on the basis of a permanent full-time contract with 6 months probationary period and will be subject to one month's notice in writing on either side, depending on continuing finance being available.
- This position will be based in Luan Gallery, Elliot Road, Athlone and on occasion in Abbey Road Artists' Studios and other venues operated by Athlone Arts & Tourism.
- Applicants will be required to work primarily during the opening hours of Luan Gallery.
- Duty at weekends (one Sunday every month) and evenings (as required) will be an integral part of the working week. The position has a 37.5-hour responsibility over 7 days (the minimum working week acceptable to the role is 35hrs).
- The salary for the post is €38,500 pa (based on 37.5 hr week or pro rata for a shorter working week of no less than 35 hours), and remuneration shall be paid fortnightly in arrears.
- Pension and Retirement Savings: In accordance with the Automatic Enrolment Retirement Savings System Act 2024, the Employee will be automatically enrolled into the State-led automatic enrolment pension scheme, My Future Fund, provided they are aged between 23 and 60, their annual gross earnings exceed €20,000, and they are not already a member of a qualifying workplace pension scheme.
  - Contributions: Based on the starting salary, the initial contribution rates for 2026 are as follows:
    - Employee Contribution: 1.5% of gross pay, which the Company will deduct from the Employee's net salary.
    - Employer Contribution: The Company will provide a matching contribution of 1.5% of the Employee's gross pay.
    - State Top-up: The State will contribute an amount equal to 0.5% of the Employee's gross pay (calculated as €1 for every €3 the Employee contributes).
    - Phased Increases: These statutory contribution rates are scheduled to increase every three years, reaching a maximum of 6% each for both the Employee and the Company (plus a 2% State top-up) by year 10.
    - Opting Out: The Employee may choose to opt out of the scheme after six months of participation. If the Employee opts out, they will be automatically re-enrolled every two years, provided they still meet the statutory eligibility criteria.
- Applicants must have the flexibility to work hours in line with the seasonal and operational considerations of the facilities.
- Physical demands of the role include standing, walking, delivering guided tours, and carrying files, material, objects and artworks, operating equipment and tools, and the de-installation and installation of exhibitions.
- Rostered days and hours, including start and finish times, will be determined in advance by management.
- Applicants must be flexible with both their time and approach to work and be comfortable carrying out a variety of tasks.

Full terms and conditions will be provided with the contract at the time of appointment.

## **QUALIFICATIONS**

### **1. Character**

Candidates must be of good character.

### **2. Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

### **3. Essential Education/Experience etc.**

Each candidate must have:

- A third-level qualification in Fine Art, History of Art or a relevant subject at degree level
- A minimum of five years relevant programming and curatorial experience and a minimum of three years within a gallery context with evidence of a track record in producing and curating exhibitions and managing exhibition budgets within organisational and funding criteria, policies and timelines.
- Evidence of strong knowledge of the contemporary arts scene and trends in Ireland and internationally.
- Evidence of connectivity to the arts community in Ireland and internationally, and experience in liaising with artists and artistic organisations.
- Evidence of preparing and securing Arts Council funding applications.
- Fluency in English and excellent communication and interpersonal skills, together with an ability to maintain positive relationships
- Evidence of excellent writing skills
- Evidence of excellent organisational skills and a proactive approach to problem-solving with good decision-making capability
- Evidence of ability to troubleshoot during the installation of multi-media exhibitions
- An ability to work independently and on own initiative whilst being part of a wider team
- Evidence of good time management skills
- Evidence of a high level of proficiency in ICT skills in Microsoft Office, including Word, Excel and Outlook
- Valid clean driver's licence

## **RECRUITMENT**

- Selection shall be by means of a competition based on an interview conducted by a board on behalf of Athlone Arts & Tourism Ltd.
- Shortlisting will be applied where necessary based on the information on qualifications and relevant experience supplied by candidates in their application.
- Interviews will be held in late May 2026.
- The onus is on all applicants to make themselves available for interviews on the date(s) specified by Athlone Arts and Tourism and to make whatever

arrangements are necessary to ensure that they receive communications sent to them at the address/email specified on their application.

- Athlone Arts and Tourism will not be responsible for any expenses candidates may incur in connection with their candidature.
- Athlone Arts and Tourism shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month (**must be available to start in June 2026**), and if they fail to take up the appointment within such period or such longer period as the company, in its absolute discretion, may determine, the company shall not appoint them.
- Candidates who do not attend for interview or other test when and where required by Athlone Arts and Tourism, or who do not, when requested, furnish such evidence as the company requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- A panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, be appointed as appropriate vacancies arise. The life of the panel shall be 12 months.
- Appointment may be subject to the receipt of satisfactory Garda Vetting and references.
- **Basis for Processing your Personal Information:** The basis for processing your personal data is to progress your application for the position you have applied for with Athlone Arts and Tourism under the Terms of the Employment (Information) Act 1994 and Athlone Arts and Tourism recruitment policies and procedures.
- Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation of if you require an employment permit /visa/ or work authorisation.
- **Sharing of Information:** Outside of the relevant recruitment team, the information provided in your application will only be shared for progressing the competition for which you have applied, with a designated short-listing and/or interview board.
- If, following the competition, you are offered a position or placed on a panel, the information provided in your application will be used to form your Personal File.
- **Storage period:** Your application will be retained for two years from the date a panel for this position is formed. Applications which are unsuccessful at the interview stage will be retained for one year. Applications that are not progressed to the interview stage will be destroyed post-competition.
- If you do not furnish the personal data requested, Athlone Arts and Tourism will not be able to progress your application for the competition for which you are applying.
- Applications will be treated in strict confidence.

## **APPLICATION PROCEDURE**

Please ensure that you provide a valid postal and email address and a contact telephone number on your cover letter.

Applicants to send 3 x hard copies of a current Curriculum Vitae and cover letter (including 2 named references), outlining their specific experience as it relates to the role description **no later 5pm on Tuesday 12<sup>th</sup> May 2026 to;**

Human Resources,  
Athlone Arts & Tourism,  
c/o Luan Gallery,  
Elliot Road,  
Athlone,  
Co. Westmeath.

OR

Applications should be clearly marked, 'Curator at Luan Gallery', and sent by email to [AatRecruit@westmeathcoco.ie](mailto:AatRecruit@westmeathcoco.ie)

Applications sent by post should be posted in sufficient time to ensure delivery by this deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Posting. The cost of postage must be borne by the applicant.

Please note that an email confirmation of receipt of application will be sent. Shortlisted candidates must be available to attend interview in **late-May 2026**.

**Please note that canvassing will disqualify.**