

Education Administrator

The National Gallery of Ireland (the Gallery) is the country's most popular free visitor attraction housing the nation's collection of European and Irish art from about 1300 to the present day, and an extensive Library & Archive. Nominated for European Museum of the Year (2018), and winner of the Royal Institute of the Architects of Ireland Culture-Public Building award (2018), the Gallery continues its mission of serving our visitors in their enrichment and enjoyment of visual art. Entry to the collection is free for all to enjoy, learn, and be inspired.

The Education Department at the Gallery delivers a dynamic, year-round public programme of participation, engagement and learning events over three key areas: The Gallery/National Collection, Temporary Exhibitions and Unique Learning Projects. Operating onsite, offsite and online it offers a broad, inclusive and accessible range of activities for all ages and abilities.

The Gallery wishes to recruit an **Education Administrator** for the Education Department. The purpose of this role is to provide administrative support and practical assistance to the Education Department. Reporting to the Education Manager (or their nominated deputy) the **Education Administrator** will:

- Provide administrative support and practical assistance to the Education team
- Support the Education Department with research, design and delivery of the education programme
- Contribute to the public programme ensuring best practice and quality service
- Coordinate key Education projects and operations
- Provide key support for events and activities for all ages and abilities
- Manage enquiries relating to the Gallery, the collection and education services
- Collate, input and update content for education databases
- Compile information for inclusion in Board Papers, Annual Reports and Department Reports
- Act as education point of contact for select Gallery programmes and initiatives
- Liaise with volunteers, guides, practitioners and other Gallery departments as necessary
- Contribute to the Gallery's publicity materials, website and social media
- Provide support to the Tours Administrator as required
- Be assigned other duties as and when required

The successful candidate will have:

- A third level qualification in Arts Administration, Art Education, History of Art or a similar discipline
- Strong knowledge and awareness of the Gallery's collections, exhibitions, the Irish education system and of the cultural, heritage and arts sectors in Ireland
- Proficient IT skills with a good knowledge of digital and social media
- Adept administrative skills and be highly organised with an ability to meet deadlines and to work under pressure
- Ability to work on own initiative and as part of an effective team
- Excellent communication skills (both oral and written)
- Proficient IT skills with a good knowledge of digital and social media
- A keen interest in working in the Gallery and a willingness to contribute to a positive working environment

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 will be in accordance with the 1st point of the Clerical Officer Standard (PPC), Salary Scale currently €23,338 per annum as of 1st October 2018.

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.

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).

Duration: Full time, Permanent

Closing date for receipt of applications: 12th October 2018

Interviews will be held week commencing 29th October 2018

The National Gallery of Ireland is an equal opportunities employer