

## **Title: Assistant Art Administrator**

We are seeking an individual with energy, commitment, self-confidence and excellent organisational skills to support development and daily operations at Temple Bar Gallery + Studios. The individual will work very closely with the Studios Support and Marketing Officer and Office Administrator well as learning from the whole team of this highly-regarded national venue for contemporary art and art-making.

Our successful candidate will liaise with the 30 artists who work in the studios inclusive of international artists and curators in residence, the front-of-house team, visitors to the building, contractors and suppliers. Our new team member will play an integral role in assisting with coordination of the arts programme, front-of-house and visitors services, marketing, building and operations administration and will provide production support to our international artists' and curators in residence. S/he will learn tasks and responsibilities essential to the day to day running of a dynamic arts organisation.

### **Skills and Education**

- Graduate degree in Fine Art, Art History, Arts Management or relevant disciplines. A Master's degree or post-graduate diploma in arts administration/management, curating or related fields will be a distinct advantage.
- High level of competency in team-working, communications, organisational systems, planning, concern for clarity of presentation and work quality.
- The ability to work on one's own initiative to act creatively and be forward thinking to anticipate problems and crises
- Our successful candidate will demonstrate absolute commitment to the internship period and be driven and ambitious for their career.
- Knowledge and/or experience of national and international contemporary art will be an advantage.

### **Application Process:**

- Applications will be advertised be sent by email to Studios Support and Marketing Officer Rayne Booth [rayne@templebargallery.com](mailto:rayne@templebargallery.com) by **Thursday 16<sup>th</sup> February 2012** and please include the **following reference number on your application: INTE-655515**
- Applicants should include a CV and letter of interest in the position, including personal strengths, what specifically you might bring to Temple Bar Gallery + Studios and highlighting an event, project or programme in your past that demonstrates your strengths in the above criteria.
- Interviews will be held on **Wednesday 29<sup>th</sup> February** please indicate whether you will be available on this day in your application.
- The internship is offered for a consecutive period of nine months – please indicate in your application that you are committed to this period.

- The internship is approved under the JobBridge National Internship scheme and applicants must be eligible under the terms of the scheme. For more information on the scheme and to find out if you are eligible visit <http://www.jobbridge.ie/InternEligible.aspx>