

Gallery and Events Intern

Internship:	Internships are on a voluntary basis, and no payment is provided.
Time Commitment:	6 months, part-time (three days per week)
Hours:	Usual office hours are 10am - 6pm, Monday to Friday. Flexibility at evenings for events. Time in lieu for extra time for events.
Reporting to:	Director and Studio and Events Coordinator
Location:	Temple Bar Gallery + Studios, 5-9 Temple Bar, Dublin 2

Duties and Responsibilities

- Provide event and venue hire management support to the Studio and Events Coordinator
- Manage queries from venue hire clients and the public by email, telephone and in person
- Manage key and equipment inventory
- Maintain high standard of gallery front of house
- Photography and audio documentation of events
- Provide administrative support to the Director
- Two gallery invigilation shifts per week - ensure a positive visitor experience and mediate the exhibitions
- Track audience figures and conduct visitor surveys
- Attend weekly staff meetings
- Any other duties that may be specified and agreed

Person Specification

- Completion of a university degree or one year's work experience
- Computer literacy with good working knowledge of Microsoft Word, Excel and PowerPoint
- Good knowledge of event management and photography skills
- Interest in the arts
- Excellent communication skills
- Ability to manage several projects simultaneously
- Ability to work on own initiative and in a team
- Excellent attention to detail