

Temple Bar Gallery + Studios

Social Media + Administration 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 Marketing + Fundraising Executive
Location	Temple Bar Gallery + Studios, 5-9 Temple Bar, Dublin D02 AC84

Duties and Responsibilities

- Provide digital marketing support
- Assist implementation of the social media strategy
- Provide administrative support
- Provide communication support by email, telephone and in person
- Provide gallery invigilation support (two shifts per week)
- Track audience figures and conduct visitor surveys
- Attend weekly staff meetings
- Any other duties that may be specified and agreed

Person Specification

- BA in Fine Art, History of Art, Marketing, Humanities, or university equivalent
- Interest in contemporary visual arts
- Keen to get experience in an contemporary visual arts working environment
- Social media savvy
- Good communication skills
- Good organisational skills
- Demonstrates efficiency
- Demonstrates ability to manage time effectively
- Demonstrates motivation and initiative
- Excellent attention to detail