



## JOB DESCRIPTION

<b>Job title:</b>	Exhibitions Co-ordinator
<b>Accountable to:</b>	Curator
<b>Working with:</b>	Operations Manager and colleagues across Lismore Estate
<b>Purpose of post:</b>	To support colleagues in the delivery of exhibitions, events and gallery activities
<b>Working hours:</b>	9.00am – 5.00pm, with other hours as required Role is part time, approx. 3 - 4 days per week, depending on suitability
<b>Salary:</b>	€31,500 pro rata
<b>Term:</b>	Permanent Part-time.

Lismore Castle Arts is committed to the presentation of contemporary art, at three separate exhibition venues. The main gallery space within Lismore Castle hosts one major exhibition of international art per year, while St Carthage Hall and LCA at the Mill, both based within Lismore town, present a diverse programme of contemporary international art, Irish art, graduate work, learning and community projects. Lismore Castle Arts has also developed an online programme, including partnered exhibitions in Ireland and overseas. Lismore Castle Arts seeks to be a major contributor to the cultural and visitor economy of Lismore and the region, offering unique experiences with contemporary art.

Lismore Castle Arts leads a year-round programme of events and facilitates a diverse learning and engagement programme including an online projects strand and collaborations with primary and second-level schools. Our embedded learning programme offers unique experiences with contemporary art, supporting long-term, cultural vitality within the region.

We are recruiting an Exhibitions Co-ordinator. This position is a part time, permanent role. The purpose of this role is to support the Curator in the organisation and delivery of an ambitious exhibitions and events programme.

### Main responsibilities:

- To support the planning and delivery of the exhibitions and events programme
- Assist with exhibition coordination, including loan agreements, transport arrangements and customs paperwork
- To ensure the exhibitions & gallery are maintained to the highest level
- To assist with marketing activity associated with exhibitions and events
- To digitize and archive projects online for the LCA website, including website specific projects
- Assist the curator with delivery of the Main Gallery, The Mill and St Carthage Hall exhibition programmes
- Assist the curator with funding applications for exhibitions and events. Researching new fundraising opportunities – work with the Operations Manager to update Arts Council financial reports and applications
- Assist with exhibition installations, liaising with technicians, artists and contractors
- Assist with exhibition openings and launches
- Assist with running of artists residency programme & print studio
- Assist with the maintenance of permanent artworks & commissions
- Assist with maintenance of exhibition, projects and residency spaces
- Assist with gallery tours, staff inductions for exhibitions
- Assist with the co-ordination and editing of exhibition texts and catalogues

**The successful candidate will have:**

- A third-level qualification in art history, museums studies/arts administration or related discipline
- An interest in the LCA's programme and an understanding of exhibition processes and procedures
- Excellent organisational, planning and administrative skills and ability to multi-task and good attention to detail
- Strong project management and problem-solving skills with a proven ability to meet deadlines
- Advanced IT skills, including MS Word, Excel and PowerPoint. Indesign & Photoshop an advantage.
- Excellent verbal and written communication skills coupled with proven experience (report) writing and editing
- Good negotiating and people skills and be a team player with self-motivation, drive and enthusiasm
- Previous relevant work experience within a gallery environment desirable

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.

The above is not an exhaustive list and duties may change according to the needs of the business.

**Duration:** Permanent part-time.

**Working hours:** Part time, 3-4 days approx. with other hours as required

**Closing date for receipt of applications:** Friday 22 March, 2024, 12 noon.

Interviews the w/c 25 March 2024.

**How to apply:** Please email a cover letter and curriculum vitae to:  
[gallery@lismorecastlearts.ie](mailto:gallery@lismorecastlearts.ie)

**Lismore Castle Arts is an equal opportunities employer**