



**PHOTO**  
MUSEUM  
IRELAND

## **Arts Administration Placement**

The Museum seeks a creative, energetic person who is passionate about the arts and eager to gain real world experience working in arts administration in a cultural institution.

### **Main Responsibilities**

1. Exhibition installation and deconstruction experience.
2. Learn about time management and priorities during an installation
3. Introduction to lighting of installations.
4. Gain an understanding of how to perform an exhibition once it is launched
5. Gain knowledge of online marketing/stock control of photobooks on Shopify
6. Use of darkroom facilities, learning how to manage a Darkroom
7. Assist in social media content gathering for exhibition.
8. Assisting with the organisation of the exhibitions department, plant room
9. Any other duties or tasks assigned by management

### **Requirements:**

- Must be enrolled in college or graduate school or part of an Erasmus Programme
- Ability to multitask and produce high-quality work by deadline
- Proficient with the use of Microsoft Office
- Ownership of a personal laptop

### **Preferred Background**

Any field in arts management, communications, fine arts, liberal arts, business studies and communications.

### **Learning Outcomes**

- Time Management and Organisational Skills
- Technology Related Skills
- Professionalism and Leadership Development
- Ethical Standards
- Work Ethic and Habits
- Communication and Editing Skills

**General**

You must commit to at least 15 hours per week for a minimum of three months. The Museum provides a flexible work schedule to accommodate academic and work commitments. The Arts Administration placement is an unpaid position. Some evening and weekend hours may be required based on Museum events or programmes.

May suit applicants eligible for the Work Placement Experience Programme.

If interested, please fill in our online application form.

**Equality Employment Opportunity Statement**

Photo Museum Ireland is an equal opportunity employer and does not discriminate against persons on the basis of gender, race, disability, age and social background.