



PHOTO
MUSEUM
IRELAND

Curatorial Placement

The Museum seeks a creative, energetic person to support the curatorial department of Photo Museum Ireland with aspects of exhibition planning, including collections research, archiving of past projects, and database administration. The position will offer valuable exposure to exhibition logistics, academic research, and museum operations.

Main Responsibilities

1. **Archiving:** Assist the curators with archiving past exhibition materials including scanning, digital processing and preparation of digital files
2. **Exhibition installations:** Assist with installation for exhibitions in the main gallery space and Artists' Project Space, to include preparation of gallery spaces (painting, etc), art handling, and installation of artworks.
3. **Recording:** Under direction work on updating the online archive, including uploading of image files, captions and texts to the site.
4. **Events:** Assist with preparation and delivery of public events (exhibition openings, talks, book launches, etc.)
5. **Exhibition Administration:** Preparation of digital files for press and web use, preparation of exhibition materials, and framing.
6. Assist with general administration and upkeep of the Museum building.
7. Assist with bookshop sales and general front-of-house duties, to include some Saturdays.
8. **Ad-hoc:** Any other duties or tasks assigned by management.

Requirements:

- Must be enrolled in college or graduate school or part of an Erasmus Programme
- Excellent writing, editing, and proofreading skills
- Ability to multitask and produce high-quality work by deadline
- Willingness to learn, be curious about new subjects and have a positive attitude
- Proficient with the use of Microsoft Office and Adobe Creative Suite
- Ownership of a personal laptop

Preferred Background

Any field in the fine arts, liberal arts, or social sciences, including history, art history, anthropology, modern languages, etc.

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 Curatorial 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.