

The Douglas Hyde Gallery of Contemporary Art

Engagement & Projects Curator

Job Title: Engagement & Projects Curator

Employer: The Douglas Hyde Gallery of Contemporary Art, Trinity College Dublin, Dublin 2

Reports to: The Director

Hours of work: Full time (40 hours p/week), some evening and weekend work with time off in lieu

Salary Scale: 36,000 - 39,000 euros per annum (commensurate with experience), 5% pension contribution and Professional Development Funds

Contract type: 2 year Fixed-term

Probation period: 3 months

Annual leave: 25 days

Closing Date: Monday 24th June 2024 at 6PM (GMT)

Interviews: Week of 15th July 2024

The Douglas Hyde Gallery of Contemporary Art is seeking a new **Engagement & Projects Curator** to conceive of and deliver an expansive programme of activities to deepen and diversify audience engagement, build new audiences for contemporary art, and develop Young People's creativity through dedicated programmes.

Co-founded by the Arts Council and Trinity College Dublin in 1978, **The Douglas Hyde** is a unique space to see and learn about contemporary art. Located in the heart of Dublin City at the entrance to Trinity College, it is one of the leading platforms for contemporary art in Ireland, bringing the best of international contemporary art to Ireland and the best of Irish contemporary art to the world. The Douglas Hyde champions contemporary art through fostering, sustaining, and diversifying audiences and creating partnerships with Trinity College Dublin, key local, national and international organisations and institutions. For over 40 years it has shaped generations of artists and arts audiences.

Working closely with artists, the Director and Gallery Manager, and with strategic partners, the **Engagement & Projects Curator** will deliver an inclusive approach to audience development and engagement. The gallery's Learning & Engagement programmes, expand and enhance the exhibition programme by offering multiple engagement points and are developed in close collaboration with artists. The gallery is committed to engaging young people and children with the arts and delivers dedicated programmes such as the Student Forum. The **Engagement & Projects Curator** will develop and deliver integrated and innovative learning and engagement programmes aimed to reach new audiences through collaborations and new initiatives, and develop and deliver occasional artist projects and exhibitions.

The main responsibilities of this role are:

To Develop and Deliver the Learning & Engagement Programme

- To work closely with artists to develop a programme of events related to the exhibition and commissioning programme

The Douglas Hyde Gallery of Contemporary Art

- To play a hands-on role in the delivery of DHG's Learning and Engagement programme, overseeing all aspects of the production (artist liaison, permissions, travel etc.) and ensuring that projects are delivered on time and within budget
- To work with the DHG team to ensure the highest standards of presentation and documentation of events
- To deliver the DHG's Student Forum programme annually
- To continue strategic partnerships including ongoing collaboration with community partners
- To curate, manage and deliver occasional artist projects and exhibitions
- To initiate learning and engagement strategies with the aim of increasing awareness and understanding of the Gallery programme
- To work with Gallery Manager and Gallery Assistants to raise awareness of access, equal opportunities and disability rights
- To lead on Child Protection issues, including updating and implementing the Child Protection policy, risk assessments and ensure completion of Garda vetting by all relevant staff
- To initiate and develop new strategic partnerships
- To set budgets for approval, preparing estimates and to monitor expenditure in accordance with the gallery's financial procedures

To Understand & Expand Audience Engagement

- To communicate effectively with the Gallery's audience regarding the exhibitions and events; to develop and grow this audience
- To recognize and understand the importance of using a range of vocabularies
- To prepare exhibition handouts and interpretative materials
- To deliver audience research and biannual Audience Surveys
- To keep up to date with developments and best practice in Learning and Engagement nationally and internationally
- To nurture relationships between other institutions, both locally and internationally, identifying opportunities for co-commissioning and other collaborations and partnerships
- To update and maintain the Gallery website
- To play a hands-on role in the delivery of DHG's Equality, Diversity & Inclusion Policy and Plan

To Sustain & Grow Funding

- To keep up to date with the Arts Council's strategies and policies to ensure the gallery's engagement outcomes align
- To monitor and evaluate all learning programmes, collating and filing data regularly and use to write reports for funders and supporters to sustain support
- To work with the Development Manager and Director to sustain relationships with current funders (Arts Council, Trinity College Dublin, private foundations, embassies, cultural organisations, sponsors, individuals etc.) and on potential new funding strands

The Douglas Hyde Gallery of Contemporary Art

To Be Part of the DHG Team

- To observe equal opportunities policies and organisational procedures
- To maintain a high standard of work performance, attendance, appearance and punctuality at all times.
- To assume responsibility for their own professional development and safe work practice.
- To ensure a safe environment for themselves, colleagues and visitors.
- To represent the gallery at openings, networking events and meetings

The Douglas Hyde team is small and collegiate, we work together to realize ambitious exhibitions, programmes and projects. The post holder may be required to perform other duties as appropriate to the post, which may be assigned to them from time to time, and to contribute to the development of the post while in office. This job description will be subject to review in the light of changing circumstances. It is not intended to be exhaustive but should be regarded as providing guidelines within which individuals work.

The successful candidate should possess:

- An advanced degree or equivalent experience in arts education, curatorial studies, art history, fine arts, or visual culture
- A minimum of 3 years of experience of working at an art gallery or other cultural institution
- Exemplary knowledge of learning, public engagement and participative art practices, contemporary art practices and a broad knowledge of culture
- Experience of working with artists and delivering learning and engagement programmes
- Experience of working with a diverse range of communities
- A commitment to working with broad audiences and making contemporary art accessible
- Experience as a hands-on, skilled project manager
- The ability to manage a varied workload and remain calm under pressure
- The ability to work independently as well as part of a team
- High self-motivation and ability to take initiative
- Excellent interpersonal skills
- Excellent organizational and management skills
- Excellent verbal and written communication skills
- Experience of working with budgets
- Exemplary attention to detail
- Flexibility and availability to work evenings and weekends (with time in lieu)
- Full work permit if applying from abroad
- High proficiency in Mac OSX, Microsoft Office
- Familiarity with Wordpress, Adobe Creative Suite (InDesign, Photoshop, Illustrator, and Acrobat) and social media tools an asset

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How to apply: Please submit your application by email to rachel.mcintyre@tcd.ie with the subject line "Engagement & Projects Curator." Your application should be in PDF format and include:

1. A covering letter summarising your interest in the position and providing evidence of your ability to match the criteria outlined in this brief.
2. A comprehensive curriculum vitae (three pages maximum) giving details of relevant achievements in recent posts.
3. Names and contact details of two references.

Application deadline: Monday 24 June 2024 at 6PM (GMT)

We apologize that we cannot reply to all applicants, and only those asked for interviews will be contacted. No phone calls please but any questions can be sent by email to the address listed above.

The Douglas Hyde is committed to equal opportunities. We welcome applications from candidates of all backgrounds and are committed to building a diverse workforce.