# National Craft Gallery

# Gallery Education Support

Based in Kilkenny City

**Internship Contact**

Nuala McGrath - nuala@ccoi.ie

**Description**

This Gallery Education Support Internship with National Craft Gallery will offer the successful candidate strong practical experience in the development and delivery of craftand design educational programming within the national agency for presenting and promoting craft in Ireland. In this role as Gallery Education Support the intern will have the opportunity to work with the National Craft Gallery Education Team in contributing to the development and supporting the delivery of a range of programmes and activities including: outreach as part of National events (Culture Night, National Drawing Day, Design Week); developing and delivering National Craft Gallery educational programmes (Family Days, Late Dates, Seminars, Tours, Exhibition mediation, Schools Programmes); developing new educational resources (in-print, objects and on-line); and may also be involved in supporting Crafts Council of Ireland national educational programmes (CRAFTed, designED, Future Makers). The intern will gain practical experience in educational programme administration, the delivery of day to day aspects of the National Craft Gallery Education & Outreach Programme, facilitation of tours and workshops. The intern will receive formal/informal training in the following: workshop development and delivery, event planning, tour guiding, content management systems, schools programme delivery and child protection policy. On completion the intern will have developed their skills in communication and presentation, abilities to co-ordinate and deliver education programmes, increased their knowledge of craft and design practice and widened their network of craft and design practitioners in Ireland.

**Skills Requirements**

Ability to work within a team. Excellent verbal and written communication skills. Professional demeanor. Excellent Microsoft Office and IT skills. Excellent organisational skills with great attention to detail. Ability to prioritise tasks, to problem-solve independently and collaborate with others. An awareness and understanding of craft and design practices beneficial.

**Experience Required**

No Experience Required

**Education Requirements**

Third Level - 3rd level Arts/Cultural/Education qualification is preferred. Equivalent qualification in a related Art/Design/Craft area.

**Department**

Education

**Mentor**

Susan Holland, Education and Outreach Officer, Crafts Council of Ireland

**Contract Type**

Job bridge 9 month Internship – Applicants must have a live claim and be currently in receipt of Jobseekers Allowance/ Jobseekers Benefit/ One Parent Family Payment/ Disability Allowance or signing for Social Insurance Contribution Credits for 3 months (78 days) or more in the last 6 months.

[www.jobbridge.ie](http://www.jobbridge.ie)

**Hours, Start Date, Duration**

Days per week: To be Advised

Hours per week: 35

Start Date: 2nd October 2013

Duration: 39 week(s) / 9 month(s)

**Please Note**

**This is an Internship. An allowance of €50 per week will be paid in addition to your current Social Welfare payment. See eligibility criteria [here](http://www.jobbridge.ie/interneligible.aspx" \t "_blank).**

**How to Apply:**

Applicants should send a cover letter outlining interest in the role along with a completed application form. [Click here for Application Form](http://www.jobbridge.ie/internapplication.aspx)

Send by email to: recruitment@ccoi.ie or Post to: Nuala McGrath, HR Manager, Crafts Council of Ireland, Castle Yard, Kilkenny.

Applications are welcomed until **Thurs 29th August at 5pm.**

Interviews will be held in Kilkenny on Mon 16th September. Internship should commence 27th September 2013 for 9 months.