

# Invitation to Tender

**Education & Outreach Officer, Interim  
National Craft Gallery**

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## 1. Objective of Invitation to Tender

The Design & Crafts Council of Ireland (DCCoI), which is headquartered in Kilkenny, is the main champion of the design and craft industry in Ireland, fostering its growth and commercial strength, communicating its unique identity and stimulating quality design, innovation and competitiveness. Our vision is that Irish design and craft is recognised and valued worldwide for its excellence in craftsmanship and innovation.

Established by the [Design & Crafts Council of Ireland](#) in 2000, the National Craft Gallery is Ireland's leading centre for contemporary craft and design. We inspire appreciation, creativity and innovation through our exhibition, event and education programmes, and play a critical role in building understanding of craft and material culture in Ireland.

Our programmes feature Irish and international designers, artists and makers across a variety of disciplines who push the boundaries of their chosen materials and techniques in their engagement with the making process. The gallery provides a platform where work can be explored in wider cultural contexts, to develop understanding of the traditional roots of Irish craft and design, and its future potential. Through showing and interpreting the highest quality national and international work, we educate and inspire, raising standards and encouraging critical dialogue and learning in the process. Committed to excellence and innovation the National Craft Gallery welcomes over 70,000 visitors annually.

### **Contract Purpose:**

The Education & Outreach Officer at the National Craft Gallery, is responsible for the development and delivery of targeted education programmes that increase skill levels, raise awareness, provide the opportunities for active engagement and develop knowledge and analytical ability of a wide range of audiences and stakeholders to actively participate in contemporary craft and build the next generation of makers.

## 2. Essential Responsibilities:

- In liaison with the Education & Engagement Curator: develop, manage and co-ordinate targeted education initiatives that raise awareness, increase skills and knowledge of the National Craft Gallery.
- Develop interpretive on-site and on-line resources relating to National Craft Gallery exhibitions and education events.
- Manage the education gallery, ensuring excellence in day-to-day mediation of exhibitions.
- Manage and develop internship programme in partnership with third level institutes.
- Work with other teams within the Design & Crafts Council of Ireland in leading contractors in the delivery of off-site education programmes.

### **Other Responsibilities:**

- Work with and liaise with the Head of Education and DCCoI Education Team in contributing to DCCoI Education projects.
- Work with the Education & Engagement Curator in the development of dynamic resource materials across a range of media that promote innovative approaches to engaging with Irish craft and design.
- Work with national partners to devise collaborative education and outreach programmes to coincide with NCG touring and capsule exhibitions.
- Proactively conduct on-going research for programme development.
- Establish mechanisms to capture, produce and develop interactive resource material (audio & video podcasts & PDF info) for publication on DCCoI social media platforms, Learn Craft Design and National Craft Gallery websites.
- Produce an annual report on the programme, monthly board reports and other reports as required.
- Plan and work within the budget allocations for the programme.

**Any other reasonable duties and responsibilities as maybe required.**

### **3. Applications**

- Applications must demonstrate prior relevant experience in: the successful execution of equivalent educational projects and engaging audiences within gallery contexts.
- Applications should include the applicant's day rate for this role.
- Letters of application should be submitted along with a copy of applicant's CV to: [recruitment@dccoi.ie](mailto:recruitment@dccoi.ie) by 12 noon on Mon 8<sup>th</sup> December.

### **4. Logistics**

- The successful candidate will work from the National Craft Gallery / Design & Crafts Council of Ireland offices, Castle Yard, Kilkenny.
- This role will be appointed in December 2014 and continue until February 2016.
- This contract role involves 5 days work per week, equating to 37.5 hours including 4 days during gallery opening between Tues-Sat, over 56 weeks (not including leave).
- The role may involve occasional travel in the planning or delivery of educational projects (reasonable travel expenses reimbursed on provision of receipts).
- The successful tenderer will be required to provide a current Tax Clearance Certificate and all appropriate insurances.

### **5. Procedure**

Queries relating to this tender should be submitted to Susan Holland, Education & Engagement Curator at [susanholland@dccoi.ie](mailto:susanholland@dccoi.ie)

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