



**NATIONAL
CRAFT
GALLERY™**

National Craft Gallery Internship Opportunity (voluntary position)

Established in 2000 by the [Crafts Council of Ireland](#) [CCoI], the [National Craft Gallery](#) [NCG] is Ireland's leading centre for contemporary craft and design and exhibits a programme of groundbreaking national and international contemporary craft.

National Craft Gallery works to inspire appreciation, creativity and innovation, and plays a critical role in building understanding of craft and material culture in Ireland. Activities include profiling the work of Irish designer-makers in Ireland and abroad, developing relationships with Irish and international galleries and collectors, and inspiring appreciation, creativity and innovation through the gallery education.

The Crafts Council of Ireland is the representative voice and main champion of the craft industry in Ireland, representing all disciplines of craft practitioners. Its objectives are to foster the growth and commercial strength of the craft sector, communicate its unique identity and stimulate quality design and competitiveness. It is funded by the Department of Jobs, Enterprise and Innovation via Enterprise Ireland.

The Crafts Council of Ireland offers internship opportunities for qualified graduates and MA students. Interns are highly valued members of our team and are offered the opportunity to learn and develop existing skills in a busy, challenging and fun environment.

Role Description

Role Title:	Gallery Education Support
Team Process:	Education Dept / National Craft Gallery
Location:	Crafts Council of Ireland, Castle Yard, Kilkenny
Reporting To:	Education and Outreach Officer
Effective Date:	TBC

Role Focus:

This internship with the National Craft Gallery will offer the successful candidate the opportunity to work closely with the Education & Outreach Officer and the NCG team, contributing to and supporting the delivery of our dynamic exhibition educational programmes. During a placement at the National Craft Gallery the candidate will receive formal / informal training in areas such as: workshop development and delivery, exhibition mediation, event planning and facilitation, as well as instruction in best practice within Collaborative Engagement and Child Protection.

Based in the National Craft Gallery the role focuses on enhancing the visitor experience at the NCG through interaction with the public and the provision of support for educational initiatives. Throughout a placement at the National Craft Gallery, the candidate will gain experience in a range of gallery administration, in supporting the delivery of aspects of the Gallery Education Programme and will be guided in the facilitation of tours and workshops. Dependent on the candidates skill set the role may be developed in line with relevant specific interests.

Requirements:

- Availability 2/3 days per week for 6 weeks +
- Strong written, oral and interpersonal skills
- Mac proficiency
- Ability to multi-task and work as apart of a team
- Customer focused
- Awareness of craft and design in Ireland
- Graduate / student of a relevant third level course

Activities:**Specific:**

- To invigilate and mediate the NCG exhibitions to the general public
- To give tours of the NCG exhibitions if requested
- To monitor group visits
- To assist with the ongoing education and outreach workshop programme
- To ensure availability of information at the NCG
- To do ongoing research in relation to gallery education
- To give administrative support to the education team
- To document and record education and NCG events
- To contribute to the promotion of and online presence of NCG

General:

- Working to fulfill the Crafts Council of Ireland's customer charter commitments.
- To perform duties and answer all queries received by person, telephone, fax or e-mail in an efficient, professional and courteous manner.
- To maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health & safety procedures.
- Give weekly/monthly update reports on job tasks, projects as required.
- To pursue personal development of skills and knowledge necessary for the effective performance of the role, including cross training within CCol.
- Adhere to CCol filing and server procedures, ensuring that knowledge information systems are captured in a secure and systematic way.
- Providing tasks & administration services to any CCol project, subject to your availability, from existing project commitments
- Adhere to CCol policies and procedures (Staff Handbook and Health and Safety)
- Any other reasonable duties and responsibilities as maybe required.

Working Conditions:

This position does not offer a salary or other CCol benefits. Candidates will be offered valuable work experience and an insight into the workings of a National Cultural Institution. On completion the candidate will have attained increased skills in communication and presentation, developed their ability to co-ordinate and deliver education programmes within the gallery context, expanded their knowledge of craft and design practice and will have widened their network of craft and design practitioners in Ireland.

Application Process:

Please forward a letter of application, outlining your interest and potential availability, together with a current CV to recruitment@ccoie by 5pm on Friday 31st May. Role queries may be directed to Susan Holland, Education & Outreach Officer at susan.holland@ccoie / 056 7777012