

## **National Craft Gallery**

### **Summer Internship / Work Experience**

(Voluntary position)

Established in 2000 by the [Design & Crafts Council of Ireland](#) [DCCoI], the [National Craft Gallery](#) [NCG] is Ireland's leading centre for contemporary craft and design, exhibiting 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 Design & Crafts Council of Ireland is the representative voice and main champion of the craft and product design 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 Design & Crafts Council of Ireland offers internship / work placement opportunities for graduates and students in relevant areas of study. 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**

<b>Role:</b>	Gallery Education Support
<b>Team:</b>	Education Dept / National Craft Gallery
<b>Location:</b>	National Craft Gallery, Design & Crafts Council of Ireland-Castle Yard, Kilkenny
<b>Reporting To:</b>	Education Outreach Officer / Curator Exhibitions & Programmes
<b>Effective Date:</b>	Mid July – September 2017

#### **Role Focus:**

This internship / work placement with the National Craft Gallery will offer the 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, guiding discussion focused gallery visits, 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 3/4 days per week for 7-9 weeks
- Strong written, oral and interpersonal skills
- Mac proficiency
- Ability to multi-task and work as part of a team
- Personable manner & customer focused
- Awareness & interest in craft and design sector
- Graduate / student of a relevant third level course

## **Activities:**

### **Specific:**

- To contribute to and support delivery of the gallery workshop / event programmes
- To undertake research in relation to gallery education
- To give administrative support on a range of interesting projects
- To invigilate and mediate the NCG exhibitions to the general public
- To facilitate tours / guided visits of NCG exhibitions
- To document and record education and NCG events
- To contribute to the promotion of and online presence of NCG

### **General:**

- Providing support & administration services to various DCCol projects
- To support Design & Crafts Council of Ireland's positive customer charter commitments.
- To perform duties and answer all queries received by person, telephone 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.
- Adhere to DCCol policies and procedures
- Give weekly/monthly update reports on job tasks, projects as required.
- Any other reasonable duties and responsibilities as maybe required.

## **Working Conditions:**

Candidates are offered valuable work experience, an increased knowledge of the Craft Design sector 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. This position does not offer a salary.

## **Application Process:**

Please forward a letter of application, outlining your interest and potential availability, with a current CV to [recruitment@dccoi.ie](mailto:recruitment@dccoi.ie) by **5pm on Tuesday 20<sup>th</sup> June**. Role queries may be directed to Susan Holland, Curator Exhibitions & Programmes at [susan.holland@dccoi.ie](mailto:susan.holland@dccoi.ie)