



**Position Title: NDCG Education Internship**  
National Design & Craft Gallery  
Internship Opportunity (voluntary position)

Established in 2000 by the Design & Crafts Council of Ireland, the National Design & Craft Gallery [NDCG] is Ireland's leading centre for contemporary craft and design and exhibits a programme of ground breaking national and international contemporary craft. National Design & 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 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 Business, Enterprise and Innovation via Enterprise Ireland.

The Design & 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 Focus:**

This internship with the National Design & Craft Gallery will offer the successful candidate the opportunity to work closely with the Education & Outreach Officer and the NDCG team, contributing to and supporting the delivery of our dynamic exhibition educational programmes. Based in the NDCG the role focuses on enhancing the visitor experience at the NDCG through interaction with the public and the provision of support for educational initiatives. Throughout a placement at the NDCG, 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

**The Education Intern will gain experience in:**

- Gallery Administration
- Delivering the day to day co-ordination of aspects of the Education & Outreach Program
- Facilitation of tours & workshops
- Communication and Presentation skills

**The Education Intern will receive some Informal training such as:**

- Workshop development and delivery
- Event planning
- Child Protection

**Skills & Competencies required for the Education Assistant Internship are:**

- Ability to work with a team
- Excellent verbal and written communications skills
- Professional demeanor
- Excellent Microsoft Office and IT skills required
- Excellent organizational skills with great attention to detail
- Ability to prioritize tasks
- Must be able to problem-solve independently and collaborate with others

**Qualifications required:**

- 3<sup>rd</sup> level Arts/Cultural/Education qualification is preferred
- Equivalent qualification in a related Art/Design/ Craft area

**Activities:**

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

**General:**

- Working to fulfil the Design & Crafts Council of Ireland's customer charter commitments
- To perform duties and answer all queries received by person, telephone, fax or email 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 DCCol
- Adhere to DCCol filing and server procedures, ensuring that knowledge information systems are captured in a secure and systematic way.
- Providing tasks & administration services to any DCCol project, subject to your availability, from existing project commitments
- Adhere to DCCol policies and procedures (Staff Handbook and Health and Safety)
- Any other reasonable duties and responsibilities as maybe required

### **Essential Other**

- Availability for some evening and weekend work
- Genuine interest in the craft & design sector

### **Working Conditions**

This position does not offer a salary or other DCCol 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 professional network.

### **Application Process**

Please forward a letter of application, outlining your interest and potential availability, together with a current CV to [recruitment@dccoi.ie](mailto:recruitment@dccoi.ie) by 5pm on Monday 19<sup>th</sup> February.

Role queries may be directed to Caroline Ryan, Education & Outreach Officer at [caroline@dccoi.ie](mailto:caroline@dccoi.ie)/ 056 7777012