**Job Opportunity at IMMA**

**(Irish Museum of Modern Art)**

**Permanent Full Time**

**THE ROLE – Collections Manager and Senior Registrar**

**Purpose**

In consultation with IMMA’s Head of Collections and Museum Director the candidate will lead the strategically important area of collection management and the increasing public access to IMMA’s collection of more than 4,000 artworks. The jobholder will contribute to the building of physical and digital access to the Collection and Archive in line with the ambitious digitization policy of IMMA’s Strategic Plan 2022- 2027.

This role is responsible for all Registrar and records management tasks associated with the management of the IMMA Collection. In addition, the successful candidate will help to develop a vision of how a new Collection and Learning Centre may best provide access to IMMA’s Collection and Archives, digitized and physical, in order to lead innovative research for IMMA’s programmes nationally and internationally.

**DUTIES AND RESPONSIBILITIES**

**Key Duties and Responsibilities:**

*Reporting to the Head of Collections the key responsibilities are set out below.*

**Collections Management and Care**

Managing a small team, the Collections Manager and Senior Registrar will:

* Maintain a long term plan for the management and use of the Collection,
* Liaise with the Programme Production manager and Head of Technical Services on all technical requirements for movements, locations, handling and packing of Collection works,
* Manage the records of all conservation work,
* Monitor and improve environmental conditions in the galleries and stores,
* Share responsibility with the Head of Security and Fire & Safety Officer to ensure that an active disaster response plan is in place for the Collection
* Progress towards full accreditation of IMMA in the Museum Standards Programme of Ireland (MSPI)

**(Senior) Registration and Content Management Functions**

* Maintain and develop best practice for the registration, records management and documentation of the Collection,
* Lead on the implementation and expansion of the recently introduced CMS which will form the core of the new Collections & Learning Centre,
* Update the Collection database, tracking movements of all Collection objects and works together with managing data from the Collection archive and artist files,
* Oversee all procedures for IMMA’s Collection loans in and out; and draw up paperwork and schedule preparation of artworks, packing and transporting from storage and manage insurance cover,
* Complete full inventory of Collection Objects every 5 years
* Assist External and Internal Auditors and the IMMA Finance Department with annual audit checks of the IMMA Collection

**Budget**

* Manage budgets for conservation, storage and other Collection management related costs as agreed by the Head of Collections and the Head of Finance,
* Liaise with Programme Production Manager to scope, develop budgets and schedule the annual collection care programme.

**Collection Development**

* In consultation with Head of Collections, schedule at least three Collection & Acquisitions Committee Meetings per year to discuss potential new acquisitions and to appraise the committee of management & care programmes for the Collection.
* To act as Committee Secretary and to prepare minutes and agendas and circulate documentation in advance to the meetings.

**Collection Access, Research and Display**

* Work with the Collections team to plan annual programmes of Collections display, research, preservation and access.

**Policies and Strategic Planning**

* Work with the Head of Collections to ensure that up-to-date Collections management policies are in place,
* Actively contribute to the strategic planning of the Collection’s future development,
* Actively contribute to the research and planning for the Collections and Learning Centre (CALC)

**IMMA Representation**

* Support IMMA’s Development strategy through engagement with donors and corporate partners
* Act as an ambassador and advocate for IMMA at public events,
* Keep abreast of developments in contemporary art,
* Supervise staff and interns where required.

**Experience Specification**

**Key Criteria will include:**

* At a minimum, a 3rd level qualification in Arts/Museum Studies or other relevant discipline.
* Extensive experience (at least 5 years) in a Collections Management or Senior Registrar role in a similar organisation.
* Broad exposure to the management of contemporary artworks.
* In depth and practical experience of using Collection Management databases.
* An understanding of collection management and care of contemporary art
* High-level expertise of database management and relevant IT platforms.

**Person specification**

**Key Criteria will include:**

* **Specialist Knowledge**: Commitment to Professional Standards and own CPD. A thorough knowledge of MS Office.
* **Attention to Detail:** A high level of organisation and a meticulous approach to record keeping.
* **Communication:** Excellent interpersonal, communication and influencing skills. Committed to Customer Service. Seeks and acts on Customer Feedback.
* **Team Working:** The ability to work as part of a team
* **Results Driven**: Output oriented. Consistently delivers quality results to key deadlines.
* **Values:** Self Motivated and committed to Public Service Values. Fosters the highest standards of Ethics and Integrity.
* **Equality & Diversity**: Awareness and Commitment to Equality of Access and Opportunity. Supports and champions diversity in the workplace.

**TERMS AND CONDITIONS**

**Duration:** This is a full-time Permanent Contract of Employment with an Irish Public Service body. Public Service pension entitlements apply.

**Annual Leave:** Annual leave will be 29 working days pro rata per year. This leave is based on a five-day working week and is exclusive of public holidays.

The salary is in accordance with the 1st point of the PPC Higher Executive Officer Std Grade Point 1 - €49,846.00.

**Scale:**  **HEO Standard (PPC) Scale Point as at 01st October 2020 €49,846 to €58,577 plus LSI 1 €60,679 and LSI 2 €62,775**

The Irish Museum of Modern Art complies with Department of Public Expenditure and Reform and guidelines on Public Sector pay and conditions of employment and entry level will be at Point 1 of this Grade

**Outside working hours:** The successful candidate must be flexible and available to work occasional early mornings, evenings and weekends (as required).

**Screening:** All employees are required to be compliant with IMMA’s screening, security and Garda vetting procedures.

**How to apply:** Applicants should submit a Curriculum Vitae along with a cover letter by email, outlining how they meet the required criteria to [human.resources@imma.ie](mailto:human.resources@imma.ie)

**Closing date for receipt of applications: 15th July 2021.**

**Note: Candidates that score above the benchmark in the interview but are not the successful candidate are notified that they will placed on a panel for 6 months and if the same role becomes available they may be selected**

**IMMA is an equal opportunities employer.**