

# Hunt Museum Curatorial Internship



<b>Post Title:</b>	<b>Hunt Museum Curatorial Intern</b> <i>(Part-Time – 3 days per week; 6 month internship)</i>
<b>Department:</b>	<b>Education and Outreach</b>
<b>Type:</b>	<b>Unpaid Internship</b>
<b>Responsible to:</b>	<b>Curator of Education and Outreach</b>
<p><b>Summary:</b> The Hunt Museum exhibits one of Ireland's greatest private collections of art and antiquities, dating from the Neolithic to the 20th Century, and includes works by Renoir, Picasso and Jack B. Yeats. The Museum is housed in an elegant Palladian-style building designed by the Italian architect, Davis Ducart, in 1765.</p> <p>Today, The Hunt Museum is a cultural and artistic centre in Limerick providing a wide range of education, heritage and culture activities including a vibrant schools programme, weekly lectures and family focused events led by the Curator of Education and Outreach. The Museum is keen to develop its offerings in the area of education and outreach to new audiences while continuing to provide enjoyable programmes for its existing audiences, including The Hunt Museum's Docents, Friends and volunteers.</p>	
<p><b>Job Purpose:</b> Reporting to the Curator of Education and Outreach, who is line-managed by the Museum Director, the post holder will assist in the day-to-day operation and delivery of The Hunt Museum's education and outreach programme.</p>	
<p><b>Key duties and responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Support the Curator of Education and Outreach in the development and delivery of education and outreach activities</li> <li>2. Deliver education and outreach sessions/workshops within both the Museum and external venues.</li> <li>3. The post-holder may be given responsibilities relating to special and ongoing events as part of the Museum's programme. They may be expected to:             <ol style="list-style-type: none"> <li>a) Contribute to the development of Education and Outreach programmes through research and the development of content.</li> <li>b) Contribute to the development and delivery of public talks, workshops, tours, courses, and websites</li> <li>c) Book and administer staffing for delivery of Museum tours, workshops, events, programmes, etc.</li> </ol> </li> <li>4. The post holder may be given administrative responsibilities, including database development and upkeep, tabulating and collating paperwork related to programmes, evaluations, mailings, and other administrative responsibilities that arise related to The Hunt Museum's education and outreach initiatives.</li> <li>5. Communicate with local, regional and national press including online media outlets.</li> <li>6. Collect and collate statistics and feedback ongoing evaluation of exhibition, education and outreach programmes.</li> <li>7. Maintain and update mailing lists, and distribute invitations, posters and other promotional material.</li> <li>8. Assist in writing press releases and assist in arranging press for events, launches,</li> </ol>	

- programmes.
9. Be responsible for documenting their own activities during the internship including maintaining a work journal.
  10. Report any security issues to the Curator of Education and Outreach and/or Museum Staff as appropriate.
  11. Welcome visitors and maintain high standards of customer care.
  12. Any other duties as required by the Curator of Education and Outreach commensurate with the internship.

## **ADDITIONAL INFORMATION**

### **Work Environment**

- Planning involves setting priorities, setting long and short-term goals in agreement with the Curator of Education and Outreach.
- Work in a variety of environments includes working in an office, in the galleries, education/multifunction room and on off-site programmes.
- Physical demands of the post include standing, walking, delivering workshops, and carrying objects.
- The successful candidate will be expected to work three days per week between 9.30am and 5pm.

### **Skills, Knowledge, Experience & Qualifications**

#### **Qualifications**

##### **Essential:**

- Minimum second class honours qualification (or equivalent) from a third-level institution

##### **Desirable:**

- Enrolment or acceptance on a relevant post-graduate course leading to Masters-level (or higher) qualification

#### **Experience and Knowledge**

##### **Essential:**

- Understanding of programme/event development and delivery
- Desire to work with schools and community organisations
- Passion for developing and delivering educational or cultural programmes/events to a variety of groups (children, older people, families, etc.)
- Passion for museums and interest in museum education and outreach
- Developed research skills
- Ability to work independently and as part of a team
- Excellent organisational skills
- Ability to work with people from different backgrounds, communities, traditions, etc.
- Willingness to learn new skills
- Computer skills – Microsoft Word, Excel, PowerPoint, Outlook, etc.

##### **Desirable:**

- Experience of programme/event development and delivery
- Experience working with schools and/or community organisations
- Experience of developing and delivering educational or cultural programmes/events
- Experience developing and/or delivering education or cultural programmes/events to a variety of groups (children, older people, families, etc.)
- Developed understanding of education and heritage issues
- Experience creating online multimedia content (podcasts, videos)
- Computer skills – Google calendar/docs, Adobe Photoshop, InDesign, etc.

**Personal Qualities and Skills**

**Essential:**

- Highly organised and efficient worker
- Ability to work to deadlines
- Highly developed interpersonal and communication skills
- Willingness to work flexible hours to meet operational needs
- Punctual and dependable
- Desire to pursue a career in museums, culture, heritage or art institutions/education

**Desirable:**

- Entrepreneurial/enterprising spirit

**To apply:**

Send CV, covering letter explaining how you meet the person specification and details of two referees, one of whom should be your current/past employer to:

dominique@huntmuseum.com

Applications must be received by 5pm on Friday 6 May 2011. Short-listed applicants will be invited to interview on Tuesday 17 May via email.