

Recruitment call for Collections Manager

We are seeking to recruit a Collections Manager

Closing date for applications: 1 October 2021

About the position

Dublin City Council Culture Company is seeking a Collections Manager to help manage and care for our buildings and collections. The Collections Manager will play an important role across numerous programmes and two significant heritage buildings within which the Culture Company operates which are **Richmond Barracks** and the award-winning museum at **14 Henrietta Street**.

The Collections Manager will use their specialist knowledge of collections care and cataloguing to manage our collections (both physical and digital), in line with our policies and professional museum standards, including 14 Henrietta Street's participation in the Museum Standards Programme for Ireland (MSPI).

You will be responsible for day-to-day onsite preventative conservation duties, manage specialists suppliers, and will be the main contact for team, visitors and other stakeholders in relation to all matters relating to collections care and management, including the care of the two heritage buildings we operate in. Responsibility for a project to complete the cataloguing of our holdings using Axiell Collections software will also be a significant part of this role.

As manager of the collection, a core function of your role will also be to help people understand our collection and its role in our work. This may include representing the company at internal meetings, conferences, public events and workshops.

About the role

Function and role specification

Duties will include:

Collections Care

- Regular condition checks of the buildings and collections.

- Management of specialist suppliers for annual deep cleans and similar care programmes.
- Organisation and maintenance of storage facilities.
- Environmental monitoring and Integrated Pest Management.
- Occasional in situ preventative conservation treatment of objects, including any associated documentation and photography.
- Procurement of specialist conservation services and equipment as required.
- Ensuring that all new additions to the collection (including oral histories and other community made cultural assets both real and digital) are collected and conserved in line with best practice

Collections Cataloguing

- Planning and delivery of the project to catalogue our collections using Axiell Collections software.
- Organisation and maintenance of the documentation of both physical and digital collections.
- Control and management of the accessioning of all future physical and digital assets into the collection in line with the Company Collections Management Policy.
- Inform the annual review of the Company Collections Management Policy to ensure it meets international standards of best practice.

Relationships and Stakeholders

- Ensuring compliance with company strategy and MSPI accreditation standards (which will include developing and monitoring policies).
- Lead the 14 Henrietta Street participation in the Museum Standards Programme for Ireland (MSPI).
- Managing the relationships with a number of external stakeholders including Dublin City Council to ensure the ongoing reporting, conservation and protection of the buildings and collections on a day to day basis.
- Presenting on the collection and work of the Culture Company within relevant conservation, heritage and professional networks and for stakeholders as required.
- Training team members in conservation cleaning and other collection care duties.
- Dealing with ad hoc enquiries (from both the team and the public) regarding our collections, collection policy and procedures.
- Providing specialist advice to feed into the development of company programmes.

Role requirements

The ideal person for this role will have:

- A professional qualification in conservation, collections care, archiving or similar.
- A knowledge of collection and conservation of digital, oral history and other community created or donated cultural assets and objects.

- Ability to plan, organise and lead a project, to work independently, and to work to deadlines, with occasional flexibility around working hours.
- An understanding of and/or experience of the application procedures to the Museum Standards Programme of the Heritage Council.
- Excellent administrative and organisational skills.
- A good understanding of GDPR, and its implications for collections management.
- Excellent IT skills (including experience with Axiell and G-Suite ideally) or equivalent experience demonstrating the ability to learn.
- Excellent communication and interpersonal skills.
- An understanding of the work of Dublin City Council Culture Company and its ambitions.

Position summary

Post Title:	Collections Manager, Dublin City Council Culture Company
Post Status:	Fixed Term Contract (5 days per week, full time) for 3 years, a 6-month probationary period applies.
Location:	Dublin City Council Culture Company HQ, 14 Henrietta Street, Dublin 1 and Richmond Barracks, Inchicore, Dublin 8
Key relationships:	Venue and front of house teams at 14 Henrietta Street and Richmond Barracks, engagement, financial and programming teams
Salary:	Full time position. Salary of €39,000 per annum
Pension:	A contribution of 10% of salary will be made to an agreed pension savings scheme subject to the individual contributing a similar percentage.

How to apply

Applications are now invited from applicants who meet the role requirements detailed above. Applications must include the following 3 items :

- CV (including the names and contact details of two referees who will only be contacted if a role offer is made)
- A 1 to 2 page letter citing your specific skills, knowledge and experience relevant to this role specification and requirements in relation to your previous experience.
- A one page cover note outlining why you would like to work in this role with the Culture Company.

Completed applications should be sent by email only to recruitment@dublincitycouncilculturecompany.ie with "Collections Manager" in the subject line.

Applications received after the closing date and time will not be accepted.

Closing date for this application is midnight on 1 October 2021.

The information supplied in your application will be reviewed against the role requirements set out in this notice by a panel. Dublin City Council Culture Company reserves the right to short-list candidates for interview. Interviews will be held in person during the week beginning Monday 11 October.

Garda vetting is mandatory for successful applicants, and you must be cleared by the National Vetting Bureau before the work can commence. The successful applicant will also be required to attend Child Protection and Disability Equality Training. It will not be possible to provide application process feedback to unsuccessful applicants.

Please note that Dublin City Council Culture Company is committed to developing policies and practices ensuring that accessibility, Universal Design and reasonable accommodation for people with disabilities are taken into account. Dublin City Council Culture Company is an equal opportunity employer. [Please see our Equal Opportunities Policy here.](#)

Please note that both the museum at 14 Henrietta Street and Richmond Barracks are Part M access compliant, and the offices of Dublin City Council Culture Company in both have limited physical access. Reasonable accommodation of access requirements will be made for successful applicants.

Interviews will take place in person. We are committed to respecting and protecting your privacy. We keep several kinds of personal data about our prospective employees so we can manage the recruitment process effectively and efficiently and meet our legal obligations.

[Please see our Privacy Notice for Job Applicants here.](#)

About Dublin City Council Culture Company

Established in March 2018, Dublin City Council Culture Company runs cultural initiatives and buildings across the city for, and with, the people of Dublin.

Collaborating with citizens, communities, cultural organisations, businesses, and Dublin City Council itself, the company's work is focused on embedding cultural experiences and increasing cultural participation throughout Dublin's neighbourhoods. We connect people

and communities through culture and conversation. When people feel connected to their local area they feel safer and stronger, and are healthier.

For more information, see www.dublincitycouncilculturecompany.ie

Programmes of the Culture Company

The Collections Manager will play an important role across numerous programmes and two significant heritage buildings within which the Culture Company operates.

Creative Engagement Programmes

This includes the collection and conservation of the cultural assets created within our creative engagement programmes and activities including *The National Neighbourhood* and *Your Tenement Memories*. The Collection Manager will also play a key role in oral history projects across Dublin developed for new sites which the Company may develop in the future.

You can read more about the [programmes of the Culture Company here](#)

14 Henrietta Street

We protect, share and add to the cultural life of the city. We tell stories, make connections and uncover history. 14 Henrietta Street is a social history museum of Dublin life, from one building's Georgian beginnings to its tenement times. We connect the history of urban life over 300 years to the stories of the people who called this place home.

We bring to life the stories of the humans who passed through the house, their changing circumstances, their experience of family life, of politics, and the impact of world affairs. By listening and talking with visitors, historians, local residents and their families and through the knowledge of others, the museum continues to discover new stories, gathering memories and adding to the museum's collection and visitor experience.

In addition to its city-wide work, Dublin City Council Culture Company operates two cultural buildings

14 Henrietta Street is an award winning museum, receiving a European Union Prize for Cultural Heritage with a special mention in the conservation category and was winner of the Best Conservation / Restoration Project and Best Overall Project Winner Best Conservation / Restoration Project categories at the 2018 RIAI Irish Architecture Awards 2018.

Since opening the museum has been shortlisted for the prestigious Mies van Der Rohe Award 2019 (EU Prize for Contemporary Architecture) and the Irish Georgian Society Architecture Conservation Awards 2019 and was winner of Experience Council of Europe /

Europa Nostra's European Heritage Days Stories Award 2020 and the Silletto Prize at the 2020 European Museum of the Year Awards.

You can read more about 14 Henrietta Street at www.14henriettastreet.ie

Richmond Barracks

Richmond Barracks is a building of historical importance located in Inchicore. It is home to a library, garden, cafe and *Culture Connects*, a programme of cultural activities that celebrate the experiences and interests of the local communities and people.

Culture Connects is a year-round programme that invites people in Dublin to try out new things. We offer ways for people to make and create together, to share ideas, and connect through culture and conversation.

Richmond Barracks was restored and conserved by Dublin City Council and opened to the public in 2016 as part of the commemorations of the centenary of the 1916 Easter Rising. The project was highly commended by The Royal Institute of the Architects of Ireland (RIAI) at the 2017 Irish Architecture Awards, and was commended by the Irish Landscape Institute at the Landscape Heritage & Conservation Awards in 2018.

You can read more about Richmond Barracks at www.richmondbarracks.ie

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