

Recruitment call for Collections Coordinator

We are seeking to recruit a Collections Coordinator

Closing date for applications: 28 October 2020

About the position

Dublin City Council Culture Company is seeking a Collections Coordinator to help manage and care for our buildings and collections.

You will use your specialist knowledge of collections care and cataloguing to manage our collections (both physical and digital) in line with our policies and professional museum standards. You will be responsible for day-to-day onsite preventative conservation duties and a project to complete the cataloguing of our holdings using Axiell Collections software.

About the role

Function and role specification

Duties will include:

- Regular condition checks of the buildings and collections.
- Environmental monitoring and Integrated Pest Management.
- 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.
- Organisation and maintenance of storage facilities.
- Occasional in situ preventative conservation treatment of objects, including any associated documentation and photography.
- Procurement of specialist conservation services and equipment 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.
- Ensuring compliance with company strategy and MSPI accreditation standards (which will include developing and monitoring policies).
- 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.
- Excellent administrative and organisational skills.
- 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.
- Ability to plan, organise and lead a project, to work independently, and to work to deadlines, with occasional flexibility around working hours.

Position summary

Post Title:	Collections Coordinator, Dublin City Council Culture Company
Post Status:	Fixed Term Contract (3 to 5 days per week, as agreed) for 3 years, 6-month probationary period.
Location:	Dublin City Council Culture Company, 14 Henrietta Street, Dublin 1 and Richmond Barracks, Inchicore, Dublin 8.
Reports to:	Engagement Research Lead, Dublin City Council Culture Company.
Key relationships:	Venue teams at 14 Henrietta Street and Richmond Barracks, financial administration team, programming teams.
Salary:	Full or part time position as described above. Salary of €31,200 on offer for full time position. Part time salary will be on a pro rata basis.
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:

- CV (including the names and contact details of two referees)
- A one-page letter citing your specific skills, knowledge and experience relevant to the role specification and requirements.

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

Please note that we welcome applications from individuals wishing to work on the basis of 3, 4 or 5 days per week.

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

Closing date for this application is midnight on 28 October 2020.

The information supplied in your application will be reviewed against the role requirements set out in this notice by a panel who will then shortlist applicants for interview. Interviews will be held remotely during the week beginning Monday 2 November 2020. Dublin City Council Culture Company reserves the right to short-list candidates for interview.

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 remotely. 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

In addition to its city-wide work, Dublin City Council Culture Company operates two cultural buildings: 14 Henrietta Street (since it opened to the public in September 2018) and Richmond Barracks (since January 2020).

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 is a nominee for this year's European Museum of the Year Awards 2020 and winner of Experience Council of Europe / Europa Nostra's European Heritage Days Stories Award 2020.

14 Henrietta Street

At 14 Henrietta Street we offer a range of tours and programmes to which aim to:

- Share and tell stories by retelling the story of the lives of the people.
- Engage and make connections by listening and talking with visitors, citizens, historians, local residents, former residents and their families.
- Discover and uncover history by continuing to learn from the memories and knowledge of others. We want to bring to life the stories of the people who passed through the buildings, their changing circumstances, their experience of family life, of politics, and the impact of national and world affairs.

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

Richmond Barracks

At Richmond Barracks we offer a range of tours and programmes which aim to amplify it as a neighbourhood hub that celebrates the rich stories and experiences of the local community, past and present.

A venue of historical importance located within a vibrant community, the building co-locates a library, workshops and cultural activities, along with a programme of historical tours and talks. By listening and engaging with visitors, makers, historians, local residents and their families, Richmond Barracks will continue to evolve as a community space, informed by the desires and interests of people in the area.

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