



Dublin City University

Visual Arts Development Officer (Grade V, Half-time) (Up to 2 Years in Duration) President's Office

Introduction

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the world's young universities (QS Top 50 under 50). DCU is Ireland's fastest growing university, and now hosts more than 17,000 students across its three academic campuses in the Glasnevin-Drumcondra region.

DCU prepares its students well for success in life, and in the workplace, by providing a high quality, rounded education appropriate to the challenges and opportunities of the 21st century.

DCU 2018 Visual Arts Initiative

The University recently launched its Strategic Plan (2017-2022) *Talent, Discovery and Transformation*. One of the key Strategic Objectives is to 'Nurture Creativity and Culture across the University'. The Strategic Plan outlines the university's proposal for 'an active programme of cultural activities for students and staff ... [and] significant engagement with the communities in our neighbourhoods around the University'.

The DCU 2018 Visual Arts Initiative is central to this objective and aims to:

- Enrich students' experience and facilitate increased personal development.
- Facilitate staff development and enrich the working environment.
- Promote DCU as a centre of visual arts excellence.

To promote these aims, DCU is now seeking to appoint a dynamic and energetic Arts Development Officer. The position will be based in the President's Office. He/she will report to the Deputy President.

The Arts Development Officer will:

1. Lead the development and implementation of the DCU Visual Arts Policy and Implementation Plan;
2. Embed DCU's visual arts culture among students, staff and the wider DCU community;
3. Engage with arts bodies, local authorities, communities, schools, business entities and units across the University to encourage engagement with visual arts and to attract artists in residence to DCU;
4. Support partnerships, advocacy initiatives and interdisciplinary arts activities and programmes;
5. Engage with academic units to make available to students modules in the visual arts;
6. Manage budgets, write funding bids and advise on funding opportunities;
7. Coordinate inputs on the visual arts to the university website;
8. Gather data/funding history etc. as background to press releases;
9. Prepare an annual report;
10. Attract and manage acquisitions of visual arts objects;
11. Regularly update and oversee DCU's inventory of visual art objects;
12. Attend meetings of the Visual Arts Steering Group, Visual Arts Advisory Council and such other meetings as the Deputy President deems appropriate;
13. Undertake such other duties related to the visual arts as the Deputy-President deems appropriate.

Qualifications and Experience

Applicants must have a primary degree (ideally in a related area).

Applicants should also have 3-5 years' experience in a related role combined with a thorough understanding of the creative process and of the national, regional and local Visual Arts infrastructure. They should demonstrate a readiness and ability to undertake visual arts initiatives appropriate to DCU, and to lead, manage and follow through on them. A commitment to excellent standards is critical.

Person Specification

The successful applicant should:

1. Have excellent analytical, interpersonal and communication skills;
2. Have the ability to build successful relationships with both internal and external to the University
3. Be an excellent team worker, and be prepared to collaborate with creative professionals;
4. Be dynamic, flexible and adaptable.
5. Have the ability to prioritise and time-manage effectively, and successfully work on own initiative.

Closing date: 24th May 2018

Salary scale: Senior Administrative Assistant I (Grade V)
€46,917 - €56,534

**Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with current Government pay policy.*

Application Procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line:

Job Ref 882 Visual Arts Development Officer

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

Dublin City University is an equal opportunities employer