



Head of Collection

Role Profile

A. Details

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| Position | Head of Collection |
| Grade | Higher Executive Officer |
| Whole Time Equivalent | Full-time (35hrs per week) |
| Reports to | Arts Director (Creative Arts & Arts Practices) |

B. Department & Role Overview

The Arts Council is the government agency for developing the arts in Ireland. We work in partnership with artists, arts organisations, public policy makers and others to build a central place for the arts in Irish life.

The Arts Council Collection, which was established on foot of the Art Act 1951, is central to the delivery of the Council's strategic objectives under Making Great Art Work and in visual arts. Key to this is a policy commitment to increase the promotion of the Collection and to create greater opportunities for people across Ireland to engage with it.

'The Arts Council's collection supports artists' and public engagement with the arts. It does this by purchasing excellent contemporary work to be enjoyed and valued through display and programmes delivered directly and with partners. Through the collection, the Arts Council also acts as a custodian and care of great art on behalf of the people of Ireland.'

The Collection is comprised of approximately 1,200 artworks.

The Arts Council wishes to appoint a Head of Collection to lead the collection team on the implementation of the collections policy. Reporting to the Arts Director and working closely with the Head of Visual Arts, external stakeholders, contractors and suppliers, the Head of Collection will play a key role in the developing and delivering the collection policy for Council, leading on all aspects of the collection care and management to ensure that all systems and procedures meet quality standards of best museum practice.

C. Key Responsibilities

As a Manager:

- Drive the values, vision and mission of the Arts Council;
- Actively contribute to the delivery of the Arts Council's strategic goals and the ten year MGAW strategy - Making Great Art Work;
- Contribute to policy and strategy development across a range of areas.

- Contribute to policy and strategy development for the collection and how it complements the visual arts strategy.
- Strive to develop and implement ways of working effectively to meet objectives;
- Lead the team/project teams by example, coaching and supporting individuals as required;
- Be flexible and willing to adapt, positively contributing to the implementation of change;
- Take responsibility and be accountable for the delivery of agreed objectives;
- Delegate work effectively, providing clear information and evidence as to what is required;
- Practice and promote a strong focus on delivering high performance and service delivery;
- Contribute to strategic decision-making where required;
- Create and maintain collaborative internal and external relationships;
- Make clear and timely decisions on important issues as required;
- Contribute to /undertake corporate requirements including FOI, communications, etc;
- Contribute to the management of the Human Resources, Professional Development and Performance Management, Health and Safety and Information and Records needs of the Arts Department team.

As Head of Collection:

- Lead on the development and implementation of the Collection Policy especially in line with Council corporate priorities
- Develop and lead strategic relationships with other national collections, stakeholders, partners
- Develop and maintain effective relationships with key partners, including state agencies and development bodies.
- Plan and manage the work of the team – including contracted advisors/support
- Convene the Collection Acquisitions Committee
- Manage the acquisitions programme
- Lead/develop plans to activate the collection
- Lead initiatives which highlight the value/significance of collecting
- Represent the organisation within the sector
- Collaborate with the Head of Visual Arts and with the Arts Director to ensure the effective delivery of Collection policy objectives;
- Any other duties appropriate to the Grade that may be assigned from time to time.

D. Skills Knowledge and Experiences

- Relevant experience in collection management and development, with an understanding of best practice in this area;
- High level of credibility and a strong network of connections within the visual arts community;
- Significant body of knowledge of collections and of national and international development in the arts;
- Ability to gather and analyse research and express complex information in a clear, concise way;
- Ability to formulate and contribute to policy and strategic development needs;
- Strong team management and project management skills;
- Specific practice area expertise, nationally and ideally internationally in the field;
- Significant relevant experience in the visual arts of which at least three years should be at management level

Desirable

- The ability to communicate through the Irish language, both verbal and written, desirable;
- Experience working in an international environment, particularly in a theatre context;
- A full driving license.

E. Qualifications

The successful candidate will ideally be academically strong with at least a primary degree, and preferably a post-graduate or professional qualification in a relevant area.

We are currently recruiting for the position of Head of Collection.