

BUTLER ■ GALLERY

Education Curator: Job Description

The Butler Gallery is dedicated to the development of a diverse and accessible education programme. We aim to inform, broaden and enrich audiences and to enable the wider community to engage with the contemporary arts. We are seeking a dynamic and experienced Education Curator who will manage our active education and community outreach programme and initiate new developments.

Responsibilities & Duties:

- To devise and agree the content of the Education Programme with the Director.
- To develop strategic policy for education and outreach programmes.
- To be responsible for the management and administration of all aspects of Butler Gallery's education work including talks, primary and post-primary schools programmes, collection related programmes, large-scale events, seminars, conferences and special events.
- To be responsible for the financial management and budgetary control of all education projects.
- To augment the education grant by making funding applications to private and public trusts, funding bodies, sponsors and individuals.
- To organise and deliver gallery tours, artists' talks, and post show discussions.
- To initiate, co-ordinate and oversee the development of outreach work designed to increase access and understanding of the contemporary visual arts by specific groups and communities.
- To ensure effective marketing and publicity for education programme.
- To develop effective links with schools, and maintain an ongoing programme of schools initiatives.
- To foster positive partnerships with local authorities, The Arts Council, other arts organizations nationally and internationally, schools, private, corporate and government bodies and to develop projects where appropriate.
- To work with web master to ensure that the education programme is reflected on the web site.
- Provide reviews of projects to Director and Board.
- To organize the transcription of information from audio and visual projects and other events to develop a resource of texts.
- The Education Curator will work with and report to the Director.

Essential skills and experience:

- Relevant experience, knowledge and passion in education policy within contemporary art galleries and museums.
- Excellent verbal and written communication skills.
- Excellent administration and project management skills.
- Excellent computer literacy.
- Ability to work under pressure, and work flexibly and co-operatively as part of a team.

Desirable:

- Experience of speaking in public to schools and community groups about modern and contemporary art.
- Experience in writing on art and education.
- Qualification in Education or Community Arts.

Salary: Full Time, €36,000 per annum

**Please send CV and Cover Letter by Monday 14th July, 2008 to:
Director, Butler Gallery, The Castle, Kilkenny, Ireland
(Interviews to be conducted before the end of July)**