

## Public Engagement Assistant

### Job Description:-

Working in a fast-paced, complex, environment as part of a small, flexible team to achieve the common objective of engaging the public/s in the programme at Uillinn.

Our entire approach is value-driven – See Uillinn: West Cork Arts Centre’s [Strategic Plan](#) (2022-2025)  
See also [www.westcorkartscentre.com](http://www.westcorkartscentre.com) for further information.

This Job Description is designed to give an overall view of the job and is not a definitive list of tasks.

### General

- To work in support of the vision and strategic aims of the Centre
- To act always in the best interest of the Centre
- To work towards building the profile of WCAC through exemplary practice.
- To maintain excellent communication with all staff, funders and partners, service providers and the public
- To attend company events as required
- To attend staff meetings as required
- To abide by, support and implement the Company’s Health and Safety Policy, Child Protection Policy, and other Company Policies
- To undergo training for professional development as and when required.

### Public Engagement

**To assist in the development and implementation of projects, exhibitions and events to support access to, and engagement with Uillinn: West Cork Arts Centre and its programmes, with diversity and inclusivity integrated into all practice.**

- deliver schools (primary and second level) programmes linking with exhibition and residency programmes
- research, devise and conduct guided tours (and associated workshops where appropriate) for schools, communities, and the public on a regular and targeted basis, including specific events such as Culture Night, Cruinniú na nÓg, National Drawing Day, International Slow Art Day etc
- Develop, monitor and evaluate specific gallery mediation materials eg Leaving Cert Support Packs, family/early years exhibition exploration, linking in with the Front of House team.
- liaise with exhibiting artists, artists-in-residence, and artists on our creative learning team to support their Public Engagement activities, and develop communications materials on those activities for publicity and social media.
- host the monthly Uillinn Coffee Mornings for artists connected to our programme (past, current, future).
- communicate with specific groups and general visitors to keep them informed of what we do at Uillinn and how to get involved, through various methods: newsletters, website, blog, printed materials, social media etc as well as in person at Front of House.
- work with Management to maintain and enhance established partnerships: schools, PLCs, West Cork

Education Centre, National Learning Network etc.

- work with Management to develop themes, select and curate Showcase Exhibitions for artist members and friends and Cork-based artists including artist groups, networks and studios.
- arrange materials and other supplies in relation to Public Engagement activities
- Document and report on the work / programme in various ways to contribute to external and internal communications. ensuring records are kept up-to-date and images are labelled and filed.
- Ensure all administration work is done in relation to the above Public Engagement activities.

Specific groups identified are: -

- primary and second level schools
- PLCs
- members and friends
- artists and artists in residence
- children and youth, Youthreach
- families
- communities of geographical location and of interest
- visitors, tourists
- EDI priority groups

#### Essential qualifications and qualities:

- knowledge of, and background in, contemporary visual art
- passionate about getting people involved in the arts and in the broad and diverse programme at Uillinn.
- team player - positive and motivated addition to our creative team, working in support of Uillinn: West Cork Arts Centre's [Strategic Plan](#) (2022-2025).
- excellent people skills and communication skills
- relevant qualifications in art, learning, engagement, community
- excellent writing skills, the ability to develop original copy for projects, programmes and events for use in various communications including blogs, newsletters, reports and social media.
- a high degree of digital literacy, excellent IT skills especially regarding use of social media
- highly organised, and ability to work on own initiative as well as part of a team.

#### Desirable qualities:

- happy multi-tasking and mucking in, flexible and practical.
- keen to see things through/get done, reliable, punctual.
- excellent networking and relationship building skills.
- an interest and knowledge in socially engaged arts practices.

#### Garda vetting

- To comply with our Child Safeguarding policy, we require that all staff (and volunteers) complete a satisfactory Garda vetting process.

#### Working hours, patterns, and environment

- Generally 14 hours per week (approx. 2 days)
- Working day: generally, 9:30am to 5:00pm. 30 minutes unpaid lunch break
- You will be required to work weekends and evenings from time to time.

Working at home

while some the administrative work can take place remotely or from home office, most of the work is to be delivered on site and public facing

Driving Licence

- Full, clean driving licence and use of vehicle required.

Responsible to:

- Programme Manager

- Director

This is a 12 month, renewable contract with a 3-month probation period for generally 14 hours per week for a gross annual salary of €11,000