

Head of Exhibitions & Programming – MoLI Museum of Literature Ireland

Start Date: Available immediately

Salary Range: €48,000 to €53,000 per annum D.O.E

Contract: Full-time, Permanent

Working Hours: 37.5 hours per week

Employer & Location: Newman House Literary Centre CLG, UCD Naughton Joyce Centre, 86 St Stephen's Green, Dublin 2, Ireland

Reports To: MoLI CEO/ Director

Expressions of Interest (with CV) to: careers@moli.ie

Application Deadline: Tuesday 10th March at 5:00 PM

About the Museum of Literature Ireland

A collaboration between UCD and the National Library of Ireland, the Museum of Literature Ireland (MoLI) is a landmark cultural institution in the heart of Ireland's capital city.

Too often, literature is treated as something to admire rather than something to experience - a set of great names and great books separated from the people who read them.

Here, Irish writers are voices you meet, worlds you step into, ideas you feel.

Through sound, space, manuscripts, installations and atmospheric spaces, MoLI creates encounters - the moment when a writer's world meets a reader. Because a story lives fully only when it finds its reader, MoLI celebrates that relationship: the spark between the people who write and the people who bring their work alive.

MoLI is a place where people experience the best of Irish writing - personally, vividly, and in ways that stay with them.

In a new phase of growth for MoLI, we are now looking for a Head of Exhibitions & Programming who would like to make Irish writing come alive for the thousands of visitors that come through our doors

About the Role

The Head of Exhibitions & Programming is a senior management role reporting to the CEO/Director.

Responsible for the museum's artistic direction, the Head of EP oversees all curatorial activity, including exhibitions, MoLI's digital programming, programme events and learning programme.

In addition to their core function, the Head of EP collaborates with multiple other departments and the management team to contribute more broadly to the strategic direction and operational management of the museum.

Job Description

- Lead on MoLI's curatorial and artistic programme strategy
- Exhibition planning and creation of exhibition schedule.
- Research, project manage and launch new exhibitions.
- Curate and manage RadioMoLI, the museum's digital archive.
- Curate and produce year-round programme events.
- Manage the maintenance, conservation requirements and upkeep of exhibitions (both onsite and digital exhibitions)
- Liaise with diverse artistic stakeholders, including artists, academic partners and partner organisations.
- Contribute to development activities including grant applications and sponsorship opportunities.
- Collaborate with other departments in MoLI as required.
- Manage contractors and suppliers relating to exhibitions and programming.
- Manage all exhibitions and programming budgets.
- Line management as assigned.
- Represent the museum at relevant programme and network events.
- Manage MoLI's digital preservation practices.
- Manage MoLI's physical archive, accessions register and acquisition/disposal procedures
- Lead on MoLI's engagement with the Heritage Council's Museum Standards Programme for Ireland (MSPI)
- Production management of programme events.
- Act as a keyholder to the museum.
- Contribute broadly to the strategic management of the museum.

Knowledge and Experience

Essential

- Excellent verbal and written communication skills
- Strong organisational skills and ability to meet tight deadlines
- Collaborative mindset with the ability to work independently
- Exceptional attention to detail
- Strong numeracy and budget management skills
- Knowledge of Irish literature and/or cultural heritage
- Experience in leading curatorial or artistic projects
- Experience working with diverse stakeholders
- Experience in a management role

Desirable

- Experience in website design and proficiency in graphic design software
- Familiarity with grant applications and sponsorships
- Experience in audio and/or video production
- Knowledge of digital preservation practices
- Experience of public speaking

How to Apply

Interested candidates should submit a CV and cover letter outlining relevant experience and motivation for applying to careers@moli.ie

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