



## **Gallery and Communications Assistant at Pallas Projects/Studios – Community Employee (CE) Scheme**

Scheme Category: Administrative assistant  
Scheme Location: Dublin 8, County Dublin, Ireland  
Contract Type: Temporary  
Number of Positions: 1. Start/End date: To Be Confirmed  
Salary Type: Community Employment Programme Rates  
Hours per week: 19.5 hours  
Application deadline: 22nd February 2018

### **Role description**

The Community Employee will gain practical experience in how Pallas Projects/Studios, which is an Artist-Run Organisation in The Liberties, is run. This will involve first hand interactions with artists, and the curator/directors in preparing exhibitions as part of the newly funded Artist Initiated Programme.

The role will involve the Community Employee in all aspects of organising content for the various Pallas Projects media channels, including its website and other social media outlets. This will include documenting exhibitions, events, workshops and talks, and preparing content for dissemination to internal and to all our external media channels.

Days required will be between Wednesday – Saturday (Gallery Invigilation is 12 – 6pm), and may include installation support when required in advance of exhibition openings; exhibition openings (generally on evenings 6 – 8pm); and attendance at special events.

### **Office Support**

Research for social media and other areas assigned by Pallas directors.

### **General Support**

Assist in general upkeep of the gallery and kitchen. This requires light regular cleaning in the kitchen and mopping the gallery prior to the exhibition openings – this work is shared by Pallas staff.

### **Learner Outcomes**

The employee will receive formal/informal training in the following: office software, database management, promotions, communication protocols, health and safety, and social media and web based skills. On completion the employee will have attained skills in website updating, work flow management, visual assets management and tuned up their skills in general visual communications. They will also receive direct experience in the day to day operational activities of Pallas Projects.

### **Skills Requirements**

The Community Employee should be interested in arts and culture-in particular contemporary art. They must be motivated and enthusiastic and be able to take the initiative when necessary. The successful Community Employee will be somebody who is aware of Pallas Projects activities and who has an understanding of what an artist run space is. Please research this requirement before applying. Ideally they will be familiar with social media platforms and use of digital media.

### **Mentoring Structure**

The Community Employee will have a desk in the office of both directors and will be at the heart of the organisational structure for Pallas Projects. Both directors are well versed in communications and all programmatic aspects of the job and will be able to give advice and guidance throughout the duration of employment. The employee will share the office with the directors and/or volunteers whose hours will be run in parallel with the employee to minimise any working alone time.



### **How to Apply:**

Applicants should send a LETTER OF INTEREST as a PDF attachment explaining why they are suitable for this position with a CV/biog emailed to Deirdre Leniston at [cescheme@mercyfamilycentre.com](mailto:cescheme@mercyfamilycentre.com) with the subject line: COMMUNITY EMPLOYMENT. Please contact Deirdre Leniston 01-4543713 for further information

Please be informed about Pallas Projects/Studios and 'artist-run' spaces before applying: [www.pallasprojects.org](http://www.pallasprojects.org)

Please Note: This scheme is sponsored by Mercy Family Centre and applications must be made directly to their email listed above.

### **Pallas Projects/Studios:**

Pallas Projects/Studios (PP/S) is a not-for-profit, artist-led organisation directed by Mark Cullen and Gavin Murphy, active for 22 years in Dublin's city centre. PP/S has been at the forefront of a particular brand of DIY methodology, consistently contributing to what is now a vibrant, confident art scene in Dublin. The organisation has been directly implicated in inner-city regeneration in its previous locations, subscribing to the ethos that art plays a key element in the promotion of civic and cultural vibrancy in the neighbourhood where it is made.

### **Role description for Gallery and Communications Assistant (GCA) (including Training)**

The **GCA** will be given the opportunity to work with artists and other art professionals, and gain knowledge of the wider visual arts communities at a national and international level. This is an ideal position for someone heading in the direction of arts:

Assisting in the planning and delivery of PP/S projects:

The Artist Initiated Programme 2018 is a newly Arts Council funded programme that will be selected through an open submission process. The **GCA** will assist the two directors on communications with all of the artist applicants. The **GCA** will often be the first point of contact with the selected artists. The directors/curators will give the **GCA** mentoring in how a programme can be best delivered from the launch and opening of the first series of exhibitions, with further advice regarding the education programme that will involve local schools and colleges.

Working on PP/S project promotional materials:

Promoting and integrating PP/S projects on the website, face book, twitter etc and other digital platforms: the participant will gain practical experience how to manage the visual communications for Pallas Projects/Studios, which is an artist-run contemporary art gallery/studio organisation in The Liberties. The role will involve the **GCA** in all aspects of managing content for the various Pallas Projects media channels, including its website and other social media outlets. This will include documenting exhibitions, events, workshops and talks, and preparing content for dissemination to internal and to external media channels. Specific training will be given to the **GCA** to give them an understanding of communications workflows, on completion the employee will have attained skills in website updating, work flow management, visual assets management and tuned up their skills in general visual communications.

The **GCA** will also be called upon to complete general office duties such as answering the telephone, photocopying, and mail out assistance, general office administration and occasional house-keeping.

Training will be given on all PP/S in-house office protocols.

Administration/project management – use of PP/S database

The **GCA** will receive formal/informal training in the following: office software such as Safari, Open Office, Hootsuite, spreadsheet database management.

\* Please contact your local DSP Employment Services/Intreo Office to check your eligibility and to apply for this vacancy. Vacancy Reference Number will be required. Eligibility to participate on CE is generally linked to those who are 21 years or over and applicants must also be in receipt of a qualifying Irish social welfare payment for 1 year or more. This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.