



Gallery and Communications Assistant

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 Arts Council 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 and exhibition openings, events, workshops and talks, and preparing content for dissemination to external media channels.

Programme Support Duties 19.5 hours

Invigilation: Thursday – Saturday, 11.40 – 6.00pm

Gallery open 12-6.00pm

Installation support when required in advance of exhibition openings.

Exhibition openings- generally on Thursday evenings 6 – 8.

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 intern 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 intern 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 candidate will need to be highly motivated and tenacious. 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. Someone who is familiar with social media platforms and who can work on their own initiative. The successful candidate will be proficient in visual software such as Photoshop.

Mentoring Structure

The Community Employee will have a desk in a shared office 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 internship. The intern will share the office with volunteers whose hours will be run in parallel with the intern to minimise any working alone time.

How to Apply:

Please note this scheme is being provided by The Mercy Family Centre and as such 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: cescheme@mercyfamilycentre.com and cc-ed to info@pallasprojects.org with PALLAS CE SCHEME APPLICATION - COMMUNICATIONS in the subject line. Please be informed about Pallas Projects/Studios and what artist-run spaces are before applying. www.pallasprojects.org

Deadline: 20-11-23

Interviews: TBC

Estimated Start date: TBC

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 23 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.