

DUBLIN CONTEMPORARY 2011

Internship Description

Post 1: Research Assistant: Programme
Department: Curatorial
Location: Dublin Contemporary offices
Position Report to: Dublin Contemporary Artistic Director and Curators
Closing Date: 3 September 2010

Dublin
Contemporary
2011
St Stephen's Green House
Earlsfort Terrace
Dublin 2
Ireland
+353 1 678 7920
www.dublincontemporary.com
info@dublincontemporary.com

Main Duties / Responsibilities:

Description:

Research Assistant: Programme, with responsibility for curatorial support and research connected with the programme of Dublin Contemporary 2011. Starting in September, the internship will be for a three-month period, on the basis of three days per week. Although unpaid, this opportunity would provide someone with an interest and experience in curatorial work the chance to join leading professionals in the sector and to develop their skills.

Duties include:

- input in and maintenance of the exhibition database and artist files; to carry out research as directed by the curators
- support the Dublin Contemporary 2011 Artistic Director, curatorial team providing research and administration
- assist and support the DC team in the exhibition duties of a large-scale event (mainly organisation and coordination)
- general administrative duties associated with the day to day running of Dublin Contemporary office work.

Personal characteristics / Competencies Required:

- The successful candidate will be motivated, efficient and will have excellent administrative skills.
- Knowledge of contemporary art
- Excellent attention to detail
- Writing skills
- Ability to prioritise effectively
- Proficiency in Microsoft Office applications

- Ability to work effectively in a team environment, in addition to working independently with initiative

To apply for this internship, please submit a CV and letter of interest by **Friday 3 September** to:

Eimear Martin
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Terrace, Dublin 2.

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