



Solstice Arts Centre
Railway Street
Navan, Co. Meath
Ireland

T: +353 (0)46 909 2300
E: info@solsticeartscentre.ie

www.solsticeartscentre.ie

Visual Arts Facilitation & Engagement Officer

Solstice Arts Centre, a multi-disciplinary facility for contemporary art and performance, is seeking to recruit an enthusiastic and self-motivated **Visual Arts Facilitation & Engagement Officer**.

The **Visual Arts Facilitation & Engagement Officer** will be responsible for the development and facilitation of a coherent exciting Visual Arts Engagement Programme by (i) developing public engagement and understanding of Solstice Visual Arts Programme and (ii) by connecting the public to artists and their practice. The successful candidate will also assist and facilitate visitors in the interpretation and enjoyment of gallery exhibitions, events and programmes. The Visual Arts Facilitation & Engagement Officer is responsible for invigilation and/or the co-ordination of Solstice gallery.

The ideal candidate will be energetic, outgoing and personable, with good written and verbal communication skills and the flexibility to manage a varied workload. They will be comfortable with public speaking and have some experience in organising public events, as well as the ability to work both as part of a team and on their own initiative. A sincere interest in creative engagement is essential and a third level degree in fine art, arts administration or related subject is highly desirable.

The person appointed will be required to work 22.5 hours per week during gallery opening hours (11am to 4pm, Tuesday to Saturday) with some evening work as necessary.

Responsible to: Programme Manager

Duties:

- Develop and facilitate a coherent and exciting Visual Arts Engagement Programme by (i) developing public engagement and understanding of Solstice's Visual Art Programme (ii) by connecting the public to artists and their practice
- Build on existing relationships with local schools, current audiences and wider visual arts communities as well as seeking to make new connections with the greater variety of users, age groups and industries related to Solstice
- Liaise with artists and facilitators of engagement programme and source supplies/materials for workshops when requested
- Support the Director and Curator/Curator-in-Residence in the preparation of exhibitions and Solstice's Visual Art Programme
- Liaise with the Marketing Manager with regard to promotion and audience engagement of Solstice Visual Art events



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- Invigilate the Galleries at Solstice Arts Centre: maintain surveillance of space during gallery opening hours; turn on/off exhibition machines (monitors, projectors, etc.) and gallery lights; assist with the upkeep of the Galleries
- Facilitate exhibition tours when necessary
- Act as point-of-contact for Visual Art inquiries by phone, email and in person
- Keep records of exhibition attendance and critical feedback

To apply please email a current Curriculum Vitae with a cover letter, clearly marked '**Visual Arts Facilitation & Engagement Officer**' to alison.dowling@solsticeartscentre.ie by Friday 2 August 2019, 5:00pm. Please note only candidates who include Curriculum Vitae and cover letter will be considered.