



## **Learning Manager – Museum of Literature Ireland**

**Start Date** March/April 2019

**Salary** €37,000 - €40,000, based on experience

**Contract** Fixed term - 2 years, renewable

**Employer and Location:** Newman House Literary Centre CLG,  
UCD Newman House, 86 St Stephens Green, Dublin 2, Ireland

**Reports to** Director

**CV's and cover letter** to: [bureau@moli.ie](mailto:bureau@moli.ie)

**Application deadline** 9:30am, Monday 25th February 2019

### **About the Museum of Literature Ireland**

A partnership between UCD and the National Library of Ireland, the Museum of Literature Ireland (MoLI) is a new landmark cultural institution in the heart of Ireland's capital city. Picturesquely located on the south side of St Stephen's Green, the museum draws inspiration from the work of Ireland's most famous writer James Joyce, as well as celebrating our internationally-renowned literary culture and heritage, inspiring the next generation to create, read and write.

Immersive multimedia and interactive exhibitions on James Joyce and other influential Irish writers, lecture and performance spaces, temporary exhibitions, house and garden tours, a bookshop and garden-level café are set in the spectacular architectural heritage of UCD's Newman House and its beautiful green surroundings. These public facilities are seamlessly integrated into a stunning suite of refurbished seminar and reception rooms available for small group conferences, meetings and board events, making the museum a truly unique and highly attractive proposition for international visitors and locals alike.



## **About the Role**

We are seeking a passionate and energetic education professional to lead the development of MoLI's Learning programme. In a role that involves a pre-opening period of 3 months, the Learning Manager will be tasked with developing activities for a diverse range of learning audiences at the museum. Chief among these will be a primary schools programme that will be free to participate in, set to launch in September 2019. Focussed on imaginative development, aesthetic observation, curiosity and creative play, these 1-2 hour classes will be based in our 2nd floor learning space as well as taking in the main exhibition and garden areas. A second level programme will primarily engage Transition Year students in mentored creative writing activity. The role will also involve the development and delivery of activities and programming for general visitors, particularly families and young people.

The Learning Manager will be responsible for steering the approach and character of learning activities across the museum's programme, as well as managing budgets and incidental staff. They will have a crucial role in fostering a culture of learning and education within the museum, working closely with the Head of Operations to build an engaging volunteer programme and supporting the ongoing training of staff.

The ideal candidate will be a confident, hands-on education professional, comfortable with supporting MoLI's development department in attracting funding for the Learning programme, and keen to forge partnerships which increase the reach of MoLI's activity.



**Duties will include, but not be limited to:**

- Developing and delivering MoLI's programme of facilitated visits and workshops for Primary School classes
- Developing and delivering MoLI's programme for Transition Year students
- Developing and delivering a programme of activities for families and young people across the museum site
- Working closely with UCD Access and Lifelong Learning to develop and support a programme of adult and social learning activity across the museum site
- Advocating for learning audiences in the development of MoLI's programming, including exhibition design
- Fostering a culture of learning within the organisation, and working closely with the Head of Operations to develop and implement effective induction and ongoing training for all staff
- Working closely with the Director and Development Manager to attract funding for educational programming at MoLI
- Working closely with the Head of Operations and Visitor Experience Manager to support the development of the museum's Volunteer Programme
- Assisting in the management of the museum's staff and member's libraries
- Responsibility for recruiting, briefing and managing freelance educators who will support regular delivery of workshops, projects and activities for learning audiences at MoLI
- Ensuring the proper execution of the museum's Learning budget
- Working with Visitor Experience staff to manage safe and fulfilling visits by learning groups, and ensure that learners of all kinds are valued and welcomed appropriately
- Working closely with all staff to ensure the efficient daily operation of the museum
- Maintaining up-to-date knowledge of curricula contexts for Irish literature



### **Duties continued:**

- Maintaining up-to-date knowledge of key cultural, educational and social policy contexts for schools at government and local level
- Leading on the development of educational resources and fit out of MoLI's Learning spaces
- Overseeing the marketing of educational events and programming, particularly to schools
- Working with the Digital Curator & Media Manager to develop digital learning resources

### **Knowledge and Experience**

#### **Essential**

- Demonstrable experience of programming in a cultural setting for schools
- Demonstrable experience of managing projects and budgets effectively
- Demonstrable experience of working with a diverse range of learning audiences
- A good understanding of issues associated with diversity, representation and social inclusion
- Innovative, imaginative, creative and self-motivated
- Excellent verbal and written communication skills
- An ability to work to tight targets and deadlines
- Strong organisational skills, motivated, able to prioritise and work to deadlines
- A good understanding of audience research and evaluation
- A self-starting collaborative mindset, working both in a team and on your own initiative

**Museum of  
Literature  
Ireland**

**Músaem  
Litríochta na  
hÉireann**

Newman House,  
St Stephen's Green,  
Dublin 2, Ireland  
+ 353 (0)1 477 9811



### **Desirable**

- Experience of developing and delivering schools programming in a museum setting
- Experience of managing volunteers and freelance educators
- Experience of attracting sponsorship and grant support for learning initiatives and educational programmes
- A background or interest in Irish Literature