

PRODUCTION MANAGER

The **Glucksman**, University College Cork

The **Glucksman** invites applications for the full-time contract post of **PRODUCTION MANAGER** to join its team.

Job Outline

This new operational role focuses on the technical supports and systems required to produce exhibitions and events in a museum setting. The Production Manager will be responsible for the overall operations of the building, event co-ordination, exhibition installation, and health and safety duties. The Production Manager will also support the curatorial team in the area of collections management in keeping with the policies and procedures of the Glucksman and the UCC Art Collection.

The **PRODUCTION MANAGER** will

- Oversee the daily operations in the Glucksman building
- Produce and manage exhibition installation and gallery events
- Supervise technicians, interns, volunteers and gallery facilitators as required.
- Implement all relevant Glucksman procedures and policies
- Support the curatorial team in the management of the UCC Art Collection
- Work closely with UCC Buildings + Estates on the operation and maintenance of the spaces.

A detailed job description is available on request.

Essential qualities:

- Proven technical experience, preferably in an exhibition or arts-related context.
- Relevant technical (carpentry, electrical, AV) and art handling skills
- Ability to manage public events and building facilities
- Excellent interpersonal and organisational abilities
- IT competence
- Ability to work independently and as part of a team
- Relevant professional qualifications including knowledge of current Health and Safety regulations is desirable

5 year fixed term contract. Salary EUR 25,000 – EUR 30,000.

Candidates should apply with a CV and covering letter to Damian Jones at djones@ucc.ie or post to Damian Jones, Administrator, The **Glucksman**, University College Cork.

Deadline for receipt of applications is Thursday 15 February 2018 at 5pm.

Interviews for the position will take place on 22 February 2018 at the **Glucksman**.