



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Post Specification (Comp: 033479)

Post Title:	Events & Community Manager
Post Status:	3-year Fixed-term contract
Department/Faculty:	Science Gallery, Trinity College Dublin, the University of Dublin
Location:	Science Gallery Trinity College Dublin, the University of Dublin College Green, Dublin 2, Ireland
Reports to:	Head of Programming
Salary:	Appointment will be made on the Administrative Officer 3 scale at a point in line with Government Pay Policy [€37,728 to €47,878 per annum]
Hours of Work:	37
Closing Date:	12 Noon (Irish Standard Time), Tuesday 29 th January 2019

Post Summary

The **Events and Community Manager** will play a key role in the production team of Science Gallery Dublin, leading the conception, planning, and management of compelling, inspiring and buzz-worthy events and event-series. Reporting directly to the Head of Programming, they will be responsible for developing and managing a wide range of self-produced events and mission-

related events in Science Gallery Dublin working with a variety of external organisations and partners.

The events developed by Science Gallery Dublin will aim to build up a core community of regular visitors and to build the gallery as a 'third place' for an emerging community of innovators that sees no boundaries between science and art or between entertainment and entrepreneurship.

Further Information

Informal enquiries about this post should be made to

aisling.murray@dublin.sciencegallery.com

Standard Duties and Responsibilities of the Post

- Research and develop an events programme matching Science Gallery's mission, vision and strategy in collaboration with the Science Gallery Dublin Director, Head of Programming, external advisors and liaising with other members of the Science Gallery team on thematic programming.
- Plan, manage and implement events, workshops, debates and festivals both in Science Gallery Dublin and off-site, arranging staffing, event management plans, and liaising with relevant authorities and TCD departments.
- Be responsible for all activities relating to events including planning, budgeting, posting on Science Gallery Dublin website, insurance, catering, management of external contractors, coordination with visitors and guests, room setup and coordinating additional staffing.
- Liaise with other Managers to facilitate team collaboration and foster partnerships with key external individuals and organizations
- Assist with promotion of events
- Contribute to funding proposal development and delivery of grant requirements
- Where necessary, facilitate discussions and act as MC for events.
- Engage distinct communities including local residents, underserved audiences, academics, and business communities.
- Lead Science Gallery's "Mission Related" approach, facilitating community-produced events

- Available to work irregular hours as and when required by the events schedule

Person Specification

Qualifications

- A degree and/or postgraduate qualification in a science/technology field is an advantage but not essential.
- A qualification in events management would be an advantage but not essential

Knowledge & Experience (Essential & Desirable)

- Five years' experience in event management, social entrepreneurship, media production, or project management/production both nationally and internationally.
- Candidates should have an extensive network of contacts (national and international) in the arts/science/technology and should be able to demonstrate how they keep themselves updated through excellent networking and relationship building skills.
- Experience in coordinating and scheduling personnel.
- An interest and knowledge of developments in current science and technology.
- Good knowledge of contemporary arts/culture.

Skills & Competencies

- A dynamic self-starter with the ability to work in a fast paced environment as part of a small flexible team.
- Ability to work within a budget and manage budgets.
- Excellent organizational skills.
- Excellent people skills/communication skills with a pleasant, friendly manner.
- Proactive and able to take on responsibility for complex projects.
- Experience in science promotion, science journalism, public communication of arts/science/technology or a related field.
- Ability to work to deadlines and manage a wide variety of external participants.
- Contingency planning, risk and crisis management.
- Ability to prioritize tasks, output oriented.

- Proactive in development of events programming.
- Excellent IT skills, especially with regard to use of social media.
- Excellent writing skills, the ability to develop quirky, original copy for event descriptions for use in publicity, engaging blog entries and tweets.

Other duties

As with all roles within Science Gallery Dublin, the appointee must be flexible in their approach and a great team player, assisting with all other appropriate duties as directed by the Director of Science Gallery Dublin or a person appointed by the Director. This is particularly relevant in the preparation and delivery of the events programme.

Application Information

In order to assist the selection process, applicants should submit a Curriculum Vitae and a Cover Letter (1x A4 page) that specifically address the following points in their application.

§ Applicants must have at 5 years' experience in event management. Applicants should clearly address this experience and how they obtained their knowledge in their application.

§ An understanding of the event management process is essential. The applicant should give examples of involvement in event management and what the applicant learned from the process.

§ Illustrate, through past example, their ability to work on their own initiative and resolve problems.

Please Note:

§ Applicants who do not address the application requirements above in their cover letter will not be considered at the short list stage.

§ Applicants should note that the interview process for this appointment may include the delivery of a presentation and may include a test of practical skills.

About Science Gallery Dublin

In 2008, a car park in a forgotten corner of Dublin was transformed into a living experiment called Science Gallery Dublin. Through a cutting-edge programme that ignites creativity and discovery where science and art collide, Science Gallery Dublin at Trinity College encourages young people to learn through their interests. Since opening in 2008, over three million visitors to the gallery have experienced over 40 unique exhibitions ranging from living art experiments to materials science and from the future of the human race to the future of play. Science Gallery Dublin develops an ever-changing programme of exhibitions and events fuelled by the expertise of scientists, researchers, students, artists, designers, inventors, creative thinkers and entrepreneurs. The focus is on providing programmes and experiences that allow visitors to participate and facilitate social connections, always providing an element of surprise. Science Gallery Dublin is kindly supported by the Wellcome Trust as founding partner, and by 'Science Circle' members – Accenture, ICON and the NTR Foundation. Science Gallery Dublin receives support from programme partners Bank of Ireland, Intel Ireland, The Ireland Funds and The Marker Hotel. It also receives government support from the Department of Arts, Heritage and Gaeltacht and Science Foundation Ireland. Science Gallery Dublin's media partner is The Irish Times.

For more information visit: dublin.sciencegallery.com

Science Gallery Dublin operations include:

- The development and implementation of events and exhibitions aimed to inspire a core audience of 15-25 year olds in collaboration with national and international partners
- Science Gallery café
- Co-ordination and participation in European projects with many stakeholders across the EU.
- Corporate hire of the space
- Development of touring exhibitions for hire to international venues
- Cultivation of corporate partners and sponsors

Further Information for Applicants

URL Link to Area	www.tcd.ie
URL Link to Human Resources	https://www.tcd.ie/hr/

Trinity College Dublin, the University of Dublin

Trinity is Ireland's premier university, with a proud tradition of excellence stretching back to its foundation in 1592. The oldest university in Ireland, and one of the oldest in Europe, today Trinity sits at the intersection of the past and the future, and is ideally positioned as a major university in the European Union. Our 47-acre campus is located in the heart of Dublin city centre and is home to historic buildings dating from the University's establishment, as well as some of the most cutting-edge teaching and research facilities in Ireland. Students at Trinity benefit from a unique educational experience across a range of disciplines in our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences. The pursuit of excellence through research and scholarship is at the heart of a Trinity education, and our researchers have an outstanding publication record and strong record of grant success.

Trinity has developed [18 broad-based multidisciplinary research themes](#) that cut across disciplines and facilitate world-leading research and collaboration within the University and with colleagues around the world. These internationally recognised themes include such diverse areas as Cancer, Immunology, Telecoms, Identities in Transformation, Nanoscience, Neuroscience, and Making Ireland. Researchers from across the University work together in innovative ways to develop new and exciting approaches to their research and explore the frontiers of knowledge in the 21st century. In creating these dedicated research themes, Trinity's researchers are able to become a more powerful force on the global stage, successfully competing for large-scale grants and attracting top students and faculty to the University. Trinity is home to Ireland's first purpose-built Nanoscience research institute,

CRANN, which opened in January 2008. This state-of-the-art facility houses 150 scientists, technicians, and graduate students in specialised laboratories, fostering creative innovations that have seen Trinity's researchers make significant breakthroughs.

The Trinity Long Room Hub for Arts and Humanities Research Institute is the University's flagship institute for research in the Arts and Humanities, providing a world-class environment for cross-disciplinary collaborative projects. The Long Room Hub provides a central location through which the University's internationally respected Arts and Humanities research can become more visible, demonstrating its relevance for contemporary and future societies. Researchers from across the University regularly participate in debates on topical issues facing the world today. As well as operating an International Visiting Research Fellowship programme, the Long Room Hub also hosts major EU-funded Digital Humanities projects.

One of the most instantly recognised parts of Trinity's campus is the famous Old Library, home to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps, and early printed material. Trinity's Library is the largest research library in Ireland and is an invaluable resource to Trinity's students and research community. Built up over the four centuries of the University's existence, the Library's collections have benefitted from its status as a Legal Deposit library for the past 200 years, granting Trinity the right to claim a copy of every book published in Ireland and the UK. At present, the Library's holdings span approximately 4.25 million books, 22,000 printed periodical titles, and access to 60,000 e-journals and 250,000 e-books.

Trinity attracts top students from Ireland and abroad and prides itself on the consistently high standard of student admitted to the University every year. These students are drawn to Trinity for the excellence of our research-led teaching and for the quality and prestige a degree from this University confers. Trinity has also pioneered accessibility to education in Ireland, becoming the first university in the country to reserve 15% of its undergraduate places for students from non-traditional learning groups. Trinity is the top-ranked European university for student entrepreneurship and Europe's only representative in the world's top-50 universities.

Our alumni have gone on to shape the history of Ireland and of Western Europe in a wide range of fields. These include such notable figures as Jonathan Swift, Oscar Wilde, William Rowan Hamilton, Edmund Burke, William Stokes, Denis Burkitt, Louise Richardson, Lenny Abrahamson, and Anne Enright. Three of Trinity's graduates have been awarded Nobel prizes: Ernest Walton for Physics in 1951; Samuel Beckett for Literature in 1968; and William Campbell for Physiology / Medicine in 2015. Trinity also counts the first female President of Ireland among its alumni in Mary Robinson, as well as other notable former Presidents Douglas Hyde and Mary McAleese. At Trinity we are justifiably proud of our tradition, and we strive to uphold this excellence as we face the demands of the 21st century.

Ranking Facts

Trinity is the top ranked university in Ireland. Using the QS methodology, the University is ranked 104th in the world and using the Times Higher Education World University Rankings methodology Trinity is 117th in the world.



Overall

- Trinity is Ireland's No.1 University in the QS World University Ranking, THE World University Ranking and the Academic Ranking of World Universities (Shanghai).

- Trinity is ranked 104th in the World, and 36th in Europe, in the 2018/2019 QS World University Ranking.
- Trinity is ranked in the Top 120 for Graduate Employability in the QS 2018 Rankings.
- Trinity is in the Top 50 most innovative universities in Europe according to Reuters.¹
- Between 2010 and 2015, Trinity was ranked the top university in Europe for entrepreneurship according to Pitchbook's independent analysis.²

Internationalisation

- Trinity is ranked 52nd in the world in the THE World University Ranking for international outlook.

Research Performance

- Of the 981 institutions included in the THE World University Rankings for 2017, Trinity is in the top 15% internationally for research performance.
- Trinity is ranked in the top 15% internationally by QS for citations.

In the QS World University Subject Rankings:

- Trinity is ranked in the top 50 worldwide in four subject areas according to the QS World University Subject Rankings 2018. The University is ranked in the top 100 globally for 20 subjects overall.
- Trinity's Top 50 subjects include Nursing (25th), Classics (28th), English (28th) and Politics (43rd).
- Trinity is ranked in the top 100 for each of the following 16 subjects: History, Languages, Philosophy, Theology, Computer Science, Biology, Medicine, Pharmacy, Chemistry, Geography, Materials Science, Education, Law, Social Policy, Sociology and Sport.

¹ <http://www.reuters.com/article/us-innovative-stories-europe-idUSKCN0Z00CT>

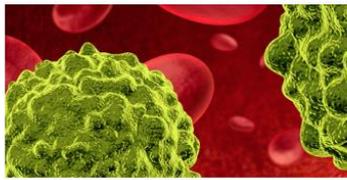
² <http://pitchbook.com/news/reports/2015-2016-pitchbook-universities-report>

- The University is ranked in the top 100 for three broad subject areas: Arts & Humanities (57th), Life Sciences & Medicine (87th), and Engineering & Technology (89th).

Research Themes



Ageing



Cancer



Creative Arts Practice



Creative Technologies



Digital Engagement



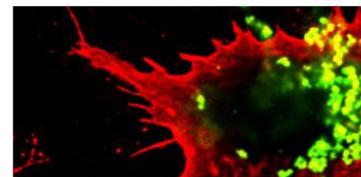
Digital Humanities



Genes & Society



Identities in Transformation



Immunology, Inflammation & Infection



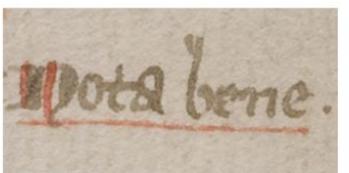
International Development



International Integration



Making Ireland



Manuscript, Book and Print Cultures



Nanoscience



Neuroscience



Telecommunications



Smart Sustainable Planet



Next Generation Medical Devices

The Selection Process in Trinity

The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s) who are expert in the area. Applications will be acknowledged by email. If you do not receive confirmation of receipt within 1 day of submitting your application online, please contact the named Recruitment Partner on the job specification immediately and prior to the closing date/time.

Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the University regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist. Outcomes of interviews are notified in writing to candidates and are issued no later than 5 working days following the selection day.

In some instances the Selection Committee may avail of telephone or video conferencing. The University's selection methods may consist of any or all of the following: Interviews, Presentations, Psychometric Testing, References and Situational Exercises.

It is the policy of the University to conduct pre-employment medical screening/full pre-employment medicals. Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Jobs, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations

<https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List/> and the

Ineligible Categories of Employment are set out in Schedule 4 of the Regulations

<https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/>. Non-EEA

candidates should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.

Equal Opportunities Policy

Trinity is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community. On that basis we encourage and welcome talented people from all backgrounds to join our staff community. Trinity's Diversity Statement can be viewed in full at <https://www.tcd.ie/diversity-inclusion/diversity-statement>.

Pension Entitlements

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.



Application Procedure

Applicants should submit a full Curriculum Vitae to include the names and contact details of 3 referees (including email addresses), together with a cover letter (1x A4 page) that specifically addresses the application procedure set out above.

APPLICATIONS WILL ONLY BE ACCEPTED BY E-RECRUITMENT:

<http://jobs.tcd.ie>

If you have any application queries, please contact:

Recruitment Partner

Lisa Hynes

Human Resources, House No. 4,

Trinity College Dublin, the University of Dublin

Tel: +353 1 896 1893

Email: lihynes@tcd.ie