



**PHOTO**  
MUSEUM  
IRELAND

## **Marketing & Communications Placement**

The Museum seeks a creative, energetic person who is passionate about the arts and eager to gain real world experience working in public communications in a cultural institution.

### **Main Responsibilities**

1. Creating visual content for web and social media
2. Crafting copy in line with the tone of the Museum
3. Editing content using Adobe Suite
4. Recording analytics and creating presentations
5. Gain working knowledge in communications of exhibitions, education programmes and photography publications
6. Communicating & front of house duties with staff and visitors
7. Gain working knowledge of cultural institutions
8. Work as a team member in the daily upkeep of Museum space
9. Gain working knowledge of post production software for digital
10. Assist with the planning and delivery of workshops for visitors
11. Any other duties or tasks assigned by management

### **Requirements:**

- Must be enrolled in college or graduate school or part of an Erasmus Programme
- Excellent writing, editing, and proofreading skills
- Ability to multitask and produce high-quality work by deadline
- Proficient with the use of Microsoft Office
- Previous experience with the use of Adobe Creative Cloud (Photoshop, Illustrator, InDesign) and content management tools (Canva, MailChimp) is a plus
- Ownership of a personal laptop

### **Preferred Background**

Any field in communications, media studies, advertising and marketing and journalism.

### **Learning Outcomes**

- Time Management and Organisational Skills
- Technology Related Skills
- Professionalism and Leadership Development
- Ethical Standards
- Work Ethic and Habits
- Communication and Editing Skills

## **General**

You must commit to at least 15 hours per week for a minimum of three months. The Museum provides a flexible work schedule to accommodate academic and work commitments. The Marketing & Communications placement is an unpaid position. Some evening and weekend hours may be required based on Museum events or programmes.

May suit applicants eligible for the Work Placement Experience Programme.

If interested, please fill in our online application form.

## **Equality Employment Opportunity Statement**

Photo Museum Ireland is an equal opportunity employer and does not discriminate against persons on the basis of gender, race, disability, age and social background.