Post Specification (031986)

Post Title:	Science Gallery Events and Community Manager
Post Status:	3 Year Fixed Term Contract
Department/Faculty:	Science Gallery
Location:	Main Campus Trinity College Dublin, The University of Dublin, College Green, Dublin 2
Reports to:	Lea O'Flanagan
Salary:	Appointments will be made on the Administrative Officer 3 Salary Scale at a point in line With Government pay policy.
Closing Date:	12 noon 09th December 2016

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.

Key attributes of the ideal candidate include

- A passion for science and the arts with a rich network of contacts in science as well the local and international cultural community — with the ability to find a top speaker on artificial intelligence or source a dance troupe.

- Fire in the belly and a make-it-happen attitude, in a word — driven.

- An interest in equity, access, and empowering communities to self-organize and utilize Science Gallery Dublin's 'Mission-related approach' as a resource

- Excellent project management, budget management and event management skills, ideally in a cultural or arts organization, science venue or festival.

- Tech savvy and experienced in the use of social media to stimulate buzz around events.

- Excellent research, organizational and people skills with a passion for the Science Gallery mission.

- A proven track record in event conception, management and delivery.

- Excellent team player, fun to work with but serious about delivering high quality, high impact events within a tight budget.
- Good facilitator and comfortable speaking in public, capable of guiding a discussion or getting up on the stage and MC'ing an event at the last minute if the job requires it.

The Events and Community Manager is a key role in Science Gallery Dublin. Reporting directly to the Head of Programming, he/she 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 organizations 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.

Responsibilities and duties

- Plan, manage and implement events, workshops, debates and festivals both in Science Gallery Dublin and off-site.
- 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, and external advisors and liaising with other members of the Science Gallery team on thematic programming.
- Stimulate interest in and continued dialogue around events online and develop meaningful community engagement and Science Gallery's 'voice' on social media.
- Be responsible for all activities relating to events including planning, budgeting, posting on Science Gallery Dublin website, insurance, catering, and management of external contractors, coordination with visitors and guests and additional staffing requirements.
- Liaise with the Head of Programming on developing events associated with key exhibitions.
- Liaise with Marketing and Communications Manager in promotion of events programme to ensure strong take up of events and to support the marketing strategy.
- Cultivate partnerships with key individuals and organizations nationally and internationally.
- Seek funding or cost-cutting opportunities for Science Gallery Dublin Events Programme and develop tender documents and proposals where required.

- Coordinate evaluation of events.

- Develop a participant database with input from the Leonardo Group, College community and Irish and international science and cultural communities.

- Where necessary, facilitate discussions and act as MC for events.

- Promote events to key niche communities including universities, arts, educational, business and technology communities.

- Build Science Gallery Dublin's partners through linking in with mission-related groups, cross promotion and audience development

- Develop Event Management plans for events and liaise with other parties in Trinity as required.

- Ensure impact and value for money are achieved in Science Gallery Dublin events.

- Work to promote events within Science Gallery Dublin through a variety of channels.

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

Reporting

The Events and Community Manager will report directly to the Head of Programming.

Key skills and experience required

- Five years' experience in event management, social entrepreneurship, 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.

- Excellent people skills/communication skills with a pleasant, friendly manner.

- Good knowledge of developments in current science and technology.

- Good knowledge of contemporary arts/culture.

- 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.

- 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.

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

- Experience in coordinating and scheduling personnel.

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.

GARDA CLEARANCE:

Police vetting will be sought in respect of individuals who come under consideration for a post.

PLEASE NOTE: Candidates will be required to complete and return a Garda Vetting form should they come under consideration for appointment. In some cases they may be requested to complete the form on the day of interview. This form will be forwarded to An Garda Síochána (Irish Police) for security checks on all Irish addresses at which they have resided. An Garda Síochána will make enquiries with the Police Service of Northern Ireland with respect to addresses in Northern Ireland. If a candidate is not successful in obtaining the post for whatever reason, this information will be destroyed by the PAS. If a candidate, therefore, subsequently comes under consideration for another position, they will be required to supply this information again.

While candidates must complete information in relation to all addresses at which they have resided, the vetting is only done on addresses on the island of Ireland.

If a candidate has resided / studied in countries outside of Ireland for a period of 6 months or more, it is mandatory for them to furnish a Police Criminal Records Check/ Police Certificate from those countries stating that they have no convictions recorded against them while residing there. Candidates will need to provide a separate Police Criminal Records Check/ Police

Certificate for each country in which they have resided. The Police Criminal Records Check/ Police Certificate must be dated after the date the candidate left the relevant country. Candidates should provide documentation in the English and/or Irish language. Translations must be provided by a registered translation company/institute in the Republic of Ireland; all costs will be borne by the candidate. Only original version documents will be accepted.

Candidates should be aware that any information obtained in the Garda Vetting process can be made available to the employing area.

It is the responsibility of the candidate to seek security clearances in a timely fashion as they can take some time. No candidate will be appointed without this information being provided and being in order.

The following websites may be of assistance in this regard:

www.disclosurescotland.co.uk
www.psni.police.uk
www.afp.gov.au This website provides information on obtaining a national police clearance certificate for Australia
www.courts.govt.nz This website provides information on obtaining police clearance in New Zealand.

For other countries not listed above candidates may find it helpful to contact the relevant embassies who could provide information on seeking Police Clearance. Original Police Clearance documentation should be forwarded to the PAS where it will be copied and the original returned to the candidate by post. Any cost incurred in this process will be borne by the Candidate.

Trinity College Dublin, the University of Dublin

Founded in 1592, Trinity is at the nexus of tradition and innovation, offering undergraduate and postgraduate programmes across 24 schools and three faculties: arts, humanities, and social sciences; engineering, maths and science; and health sciences. Spread across 47 acres in Dublin's city centre, Trinity's 17,000-strong student body comes from all 32 counties of Ireland, and 16% of students come from outside the country. Of those, 40% are from outside the European Union, making Trinity's campus cosmopolitan and bustling, with a focus on diversity.

As Ireland's leading university, the pursuit of academic excellence through research and scholarship is at the heart of the Trinity education. Trinity is known for intellectual rigour, excellence, interdisciplinarity, and research-led teaching. Home to Nobel prize-winners such as scientist Ernest Walton and writer Samuel Beckett, Trinity draws visitors from across the world to its historic campus each year, including to the Book of Kells and Science Gallery which capture the university's connection to both old and new.

Trinity accounts for one-fifth of all spin-out companies from Irish higher education institutions, helping to turn Ireland into an innovation-intensive, high-productivity economy. That culture of innovation and entrepreneurship is a defining characteristic of our campus as we help shape the next generation of job creators.

Trinity has developed significant strength in a broad range of research areas, including the 19 broadly based multi-disciplinary thematic research areas.

TRINITY'S RESEARCH THEMES

- AGEING
- CANCER
- CREATIVE ARTS PRACTICE
- CREATIVE TECHNOLOGIES
- DIGITAL HUMANITIES
- GENES & SOCIETY
- IDENTITIES IN TRANSFORMATION
- IMMUNOLOGY, INFLAMMATION AND INFECTION
- INCLUSIVE SOCIETY
- INTERNATIONAL DEVELOPMENT
- INTERNATIONAL INTEGRATION
- INTELLIGENT CONTENT & COMMUNICATIONS
- MANUSCRIPT, BOOK AND PRINT CULTURES
- MAKING IRELAND
- NANOSCIENCE
- NEUROSCIENCE
- NEXT GENERATION MEDICAL DEVICES
- TELECOMMUNICATIONS
- THE SMART AND SUSTAINABLE PLANET

Ireland's first purpose-built nanoscience research institute, CRANN, houses 150 scientists, technicians and graduate students in specialised laboratory facilities. Meanwhile, the state-of-the-art Biomedical Sciences Institute is carrying out breakthrough research in areas such has immunology, cancer and medical devices.

The Old Library, which houses the Long Room in Trinity, is the largest research library in Ireland, with a collection of six million printed items, 500,000 maps, 80,000 electronic journals, and 350,000 electronic books. Some of the world's most famous scholars are graduates of Trinity, including writer Jonathan Swift, dramatist Oscar Wilde, philosopher George Berkeley, and political philosopher, and political theorist Edmund Burke. Three Trinity graduates have become Presidents of Ireland - Douglas Hyde, Mary Robinson and Mary McAleese.

Trinity is the highest ranked university in Ireland, and among the world's leading higher education institutions.

Trinity College Dublin World University Rankings

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 78th in the world and 27th in Europe in the 2015/2016 QS World University Ranking across all indicators.

Internationalisation

- Trinity is ranked 35th in the world in terms of International Outlook in the Times Higher Education World University Ranking 2015/2016.

Teaching Performance

- Trinity is ranked in the top 20% of universities in the world in terms of Teaching Performance in the Times Higher Education World University Ranking 2015/2016.

Research Performance

- Trinity ranks in the top 1% of research institutions in the world in the following 17 Essential Science Indicators fields (an increase of over 150% from 2004): Physics, Chemistry, Engineering, Social Sciences (General), Immunology, Neurosciences, Nanosciences, Materials Science, Pharmacy and Toxicology, Molecular Biology and Genetics, Biology and Biochemistry, Microbiology, Plant and Animal Science, Clinical Medicine, Agriculture, Psychiatry/Psychology, Environment/Ecology.

In the QS Faculty Rankings 2015*:

- Trinity is ranked 61st in the world in Arts and Humanities.

In the QS Subject Rankings 2015:**

Trinity College Dublin features in the world's elite (Top 200) institutions in 25 of the 28 subjects in which it was evaluated by the QS World University Rankings by Subject

2015. Of these, Trinity ranks in the top 100 in the world in 14 subjects and in the top 5 in the world in 5 subjects.

Top 50

- Trinity is ranked 32nd in the world in English Language and Literature.
- Trinity is ranked 33rd in the world in Politics and International Studies.
- Trinity is ranked 39th in the world in History.
- Trinity is ranked 48th in the world in Biological Sciences.
- Trinity is ranked 49th in the world in Modern Languages.

Top 100

- Trinity is in the top 100 in the world in Chemistry.
- Trinity is in the top 100 in the world in Computer Science and Information Systems.
- Trinity is in the top 100 in the world in Education.
- Trinity is in the top 100 in the world in Geography.
- Trinity is in the top 100 in the world in Law.
- Trinity is in the top 100 in the world in Medicine.
- Trinity is in the top 100 in the world in Pharmacy and Pharmacology.
- Trinity is in the top 100 in the world in Philosophy.
- Trinity is in the top 100 in the world in Psychology.

Trinity subjects ranked in the world top 101-200 (QS Subject Ranking 2015)

Subject	Trinity Rank
Accounting and Finance	101-150
Business and Management Studies	101-150
Economics and Econometrics	101-150
Linguistics	101-150
Physics and Astronomy	101-150
Sociology	101-150
Engineering - Civil and Structural	151-200
Engineering – Electrical	151-200
Engineering – Mechanical	151-200

Environmental Sciences	151-200
Mathematics	151-200

* QS 'Faculty' Rankings 2015: www.topuniversities.com/faculty-rankings

** QS Subject Rankings 2015: www.topuniversities.com/subject-rankings

The Selection Process in Trinity

- The Selection Committee (Interview Panel) will include members of the Academic community together with an External Assessor who is an expert in the area.

- Applications will be acknowledged by email. If you do not have confirmation of receipt within 1 day of submitting your application online, please get in touch with us 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
    - 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. 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 a work permit.

Equal Opportunities Policy

Trinity College 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 College'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

Candidates should submit a full curriculum vitae to include the names and contact details of 3 referees (email addresses if possible) together with a cover letter (1x A4 page) that specifically address the application procedure set out above **by e-Recruitment:**

APPLICATIONS WILL ONLY BE ACCEPTED BY E-RECRUITMENT

If you have any query regarding this, please contact:

Aidan McGrath, Recruitment Partner, Human Resources, House No. 4,

Trinity College Dublin, the University of Dublin

Tel: +353 1 896 3454

Email: amcgrat6@tcd.ie