

Nano Nagle Place Education and Outreach Officer: Job Description

Nano Nagle Place is dedicated to

- becoming Cork's best heritage & visitor destination, telling the inspirational story of Nano Nagle by celebrating and bringing alive Nano Nagle's educational, community inclusion and spiritual vision for a contemporary world;
- becoming Cork's preeminent community education hub; and
- being a welcoming and inclusive oasis of beauty, ecology, reflection and spirituality.

1 year contract from February 2019-February 2020

- Full time
- Will include evening and weekend work

Job Description: The Nano Nagle Place Education and Outreach Officer is a key role in delivering Nano Nagle's vision of empowerment through education. All visitors to Nano Nagle place are asked to engage with Nano's story, Nano's Cork and with the work of the Presentation Sisters. The Education and Outreach Officer will work to design, deliver and evaluate brilliant learning experiences at Nano Nagle Place and seek out new audiences to visit, learn and engage.

This role has the following key purposes:

1. To work with the Programme Manager to design and deliver brilliant 21st century learning experiences for a range of learners at Nano Nagle Place.
2. To work on developing learning audiences for Nano Nagle Place of all ages.
3. To work with the Programme Manager and interns in the research, design and delivery of temporary exhibitions.

Main duties & responsibilities:

Learning

1. To orchestrate, facilitate and evaluate school group visits to Nano Nagle Place (often of up to 80 students) with the support of the Programme Manager and the Nano Nagle Place team.
2. To orchestrate and facilitate informal learning visits for families and lifelong learners.
3. To co-ordinate and orchestrate internships and work placements with support from the Programme Manager, along with working with our volunteer team.
4. To deliver learning sessions in schools as and when projects demand off site visits.
5. To facilitate lifelong learning events such as lectures, specialist tours and 'Learning Neighbourhoods' events.
6. To work with the Programme Manager on the management of projects and funding applications.

Exhibitions

1. To work with the Programme Manager to develop exhibition interpretive frameworks, along with research, design and delivery of temporary exhibitions.
2. To co-ordinate the interns who be assisting in the research, design and delivery of temporary exhibitions.

Audience development and outreach

1. To identify non-visiting audiences.
2. To work with the Programme Manager to outreach and welcome these groups to Nano Nagle Place, making sure their visits meet their particular learning needs.
3. To work with the community education organisations based at Nano Nagle Place, The Lantern and Cork Migrant Centre in devising and delivering outreach.

Digital

1. To be a fluent user of digital technology.
2. To use digital technology to enhance learning and be comfortable with designing 21st century learning experiences.
3. To be confident in using Social Media, booking engines and content management systems.

Front of house

1. To provide the warmest welcome and exceptional standards of customer service to all our visitors and guests.
2. To help man our retail shop and man our reception desk(s).
3. To help maintain general operations, safety and security across Nano Nagle Place.
4. To deliver guided tours as and when required.

Operational

1. To ensure the smooth operation of Nano Nagle Place by following operational procedures for health and safety, cash handling, sales, statistical data collection and data entry etc.
2. Any other duties that may reasonably be required from time to time consistent with the general level of responsibility of the post.

Essential qualifications and qualities:

- knowledge of museum learning theory (particularly constructivist and constructionist).
- experience of designing, delivering and evaluating museum-based learning experiences.
- ready to welcome all visitors to Nano Nagle Place – whether tourists or those participating with the charities housed here, school groups, coach parties and those with diverse needs.
- relevant qualifications in history/heritage along with museum studies and learning.
- a high degree of digital literacy.
- a love of learning and of fostering the love of learning in others.

Desirable qualifications and qualities:

- curation and event management experience an advantage.
- a love of Cork and having a good knowledge of the city (or are willing to learn!).
- happy multi-tasking and mucking in; reliable and punctual.
- comfortable using tills.

Wage

- €20,000 per annum

Garda vetting

- To comply with our [Child Safeguarding policy](#), we require that all staff (and volunteers) at all levels complete a satisfactory Garda vetting process.

References

- We will seek references from (and follow up with) two referees.

Working hours, patterns and environment

- Working day: 9:00am to 5:00pm. 1 hour for lunch.
- You will be required to work weekends and occasional evenings.

Responsible to:

- Programme Manager
- CEO and Business Manager

Application Process:

Deadline for receipt of applications is 12.00 noon on 25th January 2019.

Please apply with a curriculum vitae and covering letter to fred@nanonagleplace.ie

Interviews will take place at Nano Nagle Place, Douglas Street, Cork City on Thursday 7th February.