

**Appointment to the Board of the Irish Museum of Modern Art**

**Closing Date: Midnight on 8<sup>th</sup> September 2015**

**State Boards Division  
Public Appointments Service  
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stateboards.ie operates under the auspices of the Public Appointments Service and is committed to a policy of equal opportunity.

The Public Appointments Service (PAS), established under statute in 2004, provides an independent shared service in recruitment, assessment and selection to organisations across the Civil and Public Services. On 30 September 2014, the Government decided that the PAS should also be given responsibility for putting in place an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, [www.stateboards.ie](http://www.stateboards.ie), is the channel through which the PAS advertises vacancies on State Boards. It is also the means through which accomplished, experienced and qualified people, including people who might not previously have been identified as available for appointment, can then apply to be considered for particular vacancies.

## Board of the Irish Museum of Modern Art

**Entity:** The Irish Museum of Modern Art (IMMA)

**Board Meeting Location:** Royal Hospital, Kilmainham, Dublin

**Number of Vacancies:** 9 (4 current vacancies, 5 arising January/February 2016)

**Remuneration:** No fees payable

**Time Requirements:** 6 meetings per annum

### 1. Background

The Irish Museum of Modern Art aims in all its activities to create for the public an enjoyable and engaging experience of contemporary art. It does this through dynamic and changing exhibitions and education programmes at its home, the Royal Hospital Kilmainham, and beyond with partners nationally and internationally, and in the digital realm.

IMMA is the home of the national collection of modern and contemporary art and takes responsibility for the care and maintenance of this national resource. It ensures that it is accessible to visitors and beyond through exhibitions, collaborations, loans, and digital programmes.

IMMA is committed to supporting artists' work, and works with artists and partners to support the development, understanding and enjoyment of contemporary art in Ireland.

### 2. Functions of the Board

The Board consists of fourteen members and a Chairperson appointed by the Minister for Arts, Heritage and the Gaeltacht for a period of not more than five years.

The Board is collectively responsible for promoting the success of IMMA, and for governing the business of the organisation so as best to support IMMA achieve its mission. It provides strategic guidance to the Director and monitors the activities and effectiveness of management.

The Board delegates responsibility to the Director of IMMA to direct and manage the day to day business of the organisation.

The key responsibilities of the Board can be described as

1. Interpreting and guarding the mission of the organisation.
2. Ensuring that governance and accountability arrangements are robust and effective across the organisation.
3. Adopting policy and objectives.
4. Ensuring effective organisational planning.
5. Monitoring and approving all major expenditure decisions to ensure value for money.

6. Monitoring the resources of the organisation to ensure they are sufficient to implement policy and objectives.
7. Acting as advocates for the organisation.
8. Delegating responsibility to the Director and staff of IMMA for the day to day management of the programme and organisation

The Board is assisted in the discharge of its responsibilities by a number of sub-committees which include Finance, Audit and Collections Committees. Depending on the successful candidates' specific areas of expertise, they will be expected to sit on one or more of these sub-committees

### **3. Person Specification**

Up to nine new Directors are required for the Board of the Irish Museum of Modern Art for positions which will arise in the coming twelve months.

All Directors should have:

- an interest and engagement in contemporary art;
- the ability to take a strategic approach to the issues and circumstances facing the Museum;
- the ability to work as part of a team;
- good communication skills and the ability to act as an ambassador for the Museum; and
- an understanding of good governance practices.

Expressions of interest are invited from applicants who possess the skills and experience necessary in one or more of the following areas:

#### **a. Experience of Philanthropy and Fundraising**

Involvement in philanthropy and fundraising within the framework of contemporary art with relevant connections in order to support the IMMA Director and staff to build a strong base of philanthropic support for the museum.

Experience of identifying and cultivating prospective donors and connections, nationally and internationally, would be an advantage.

#### **b. Business, Branding, and Financial Management Experience**

Business experience and relevant connections that will support the IMMA Director and staff in developing corporate partnerships to help realise the Museum's ambitious programmes. Experience of the technology sector and corporate branding to support the development of new digital and communications strategies. Financial management experience relevant to providing oversight of the Museum's financial management and planning.

#### **c. Management and Corporate Governance Experience**

Relevant senior management and corporate governance experience, from either the private or public sectors, in order to support effective management within the Museum and ensure the highest standards of governance are maintained.

#### **d. Professional Legal Experience**

Legal expertise to support the work of the Board and staff of the Museum.

**e. Experience of Irish and International Contemporary Art**

Active involvement in the field of Irish and international contemporary art to advocate and promote the Museum's programme on a national and international stage.

**f. Experience of Education and Research**

Experience of the education sector, with a focus on third level, to support IMMA's education programme and strategic objective to develop research as an activity within the Museum.

**Term of Appointment**

- Appointments to the Board will be for a period of 5 years.
- The membership of any member of the Board may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of the Board may resign his or her membership of the Board by notice in writing sent or given to the Minister, and the resignation shall take effect on the day on which the Minister receives the notice.
- Members of the Board shall, subject to the provisions of this Schedule, hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure and Reform, from time to time determine.
- The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2009 which is available on the website of the Department of Finance ([Code of Practice for the Governance of State Bodies](#)).
- As set out in the Memorandum and Articles of Association of IMMA, a board member shall cease to be a member of the board if he or she is nominated as a member of Seanad Éireann, or he or she is nominated as a candidate for election to either House of the Oireachtas, or is elected to the European Parliament.

**Submitting your expression of interest**

If you are interested in this position, please review the self-assessment questionnaire which can be found on [www.stateboards.ie](http://www.stateboards.ie). Please note that the questionnaire is designed to help you in considering whether to submit an expression of interest - you are not required to submit the questionnaire as part of the application process.

Having considered the general suitability criteria for membership of a State Board, you should consider carefully how your background and experience fits with the specific appointment criteria set out in Section 4 - Person Specification in this booklet. Please note that it is generally considered inappropriate to submit an application if you are a current employee of the organisation which the Board oversees and any such application may be refused on that basis alone.

If you decide that you wish to be considered for appointment, we welcome you submitting your expression of interest via the following link [www.stateboards.ie](http://www.stateboards.ie) together with your detailed Curriculum Vitae and a cover letter (see Appendix 1 of this booklet for help with the online process).

## **IMPORTANT NOTE**

*Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you do the following:*

- 1. Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Board position(s) specified in this booklet and details any potential conflicts of interest, and*
- 2. That you fully answer any supplementary questions which are presented to you as part of our online application process.*

*This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this State Board.*

## **4. Assessment Process**

An Assessment Panel (the "Panel") will be convened by PAS to consider and assess the expressions of interest received by the PAS via [www.stateboards.ie](http://www.stateboards.ie). The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role;
- assess potential appointees further, once they meet the specified appointment criteria, by undertaking any or all of the following steps:
  - Consideration of the written applications; and/or
  - Meeting/conference call; and/or
  - Referee checks;
  - Any other selection method deemed appropriate.
- compile a list of people deemed suitable for appointment which will then be sent forward for consideration by the Minister.

If you have any questions regarding the application process please email [info@stateboards.ie](mailto:info@stateboards.ie).

## **5. Data Protection Acts 1988 & 2003**

For further information on Data Protection please follow the [link](#)

***The Public Appointments Service thanks you for your interest in State Board appointments***

## APPENDIX 1

### Submitting your expression of interest

In order to submit your application, you should take the following steps:

- i. Go to [www.stateboards.ie](http://www.stateboards.ie).
- ii. On the bar at the top of the page click on "Available Appointments".
- iii. This brings you to a page with all our advertised vacancies. Select whichever position you would like to apply for (you are welcome to apply for more than one position if you wish).
- iv. On the relevant page please click on the "apply for position" button at the bottom of the page
- v. This will bring you to a page on [www.publicjobs.ie](http://www.publicjobs.ie) and, if you already have a publicjobs.ie account, will prompt you for your username and password. If you do not have an account you will be asked to create one.
- vi. Once you input your details you will be brought to a page where there is a prompt in the middle of the page which says "apply here". Click on the link to the online application form beside it.
- vii. A form will appear on your screen, some of the text boxes will be populated with information from your publicjobs.ie profile (Name, address etc.). You will need to complete the rest of the fields and enter your name and the date at the bottom of the form. Click on "continue".
- viii. You will then be brought to a screen where you should upload your CV and Cover Letter. These are required documents and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the "submit" button at the bottom of the page.
- ix. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

You must confirm that you do not have any conflicts of interest or legal impediment which would be likely to interfere with your ability to play a full part on the Board. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Board member.