



Gailearaí Ealaíne
Crawford
Art Gallery

Candidate Information Booklet

Head of Programming & Collection

Organisation	Crawford Art Gallery
Grade	Assistant Principal - PPC
Location	Cork
Closing Date	02.10.2026
Contact	apply@principalconnections.com



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Above: Canova Room, Crawford Art Gallery. Venividi Photo (pre development)

Cover: Crawford Art Gallery Courtyard. Artistic Impression. GA

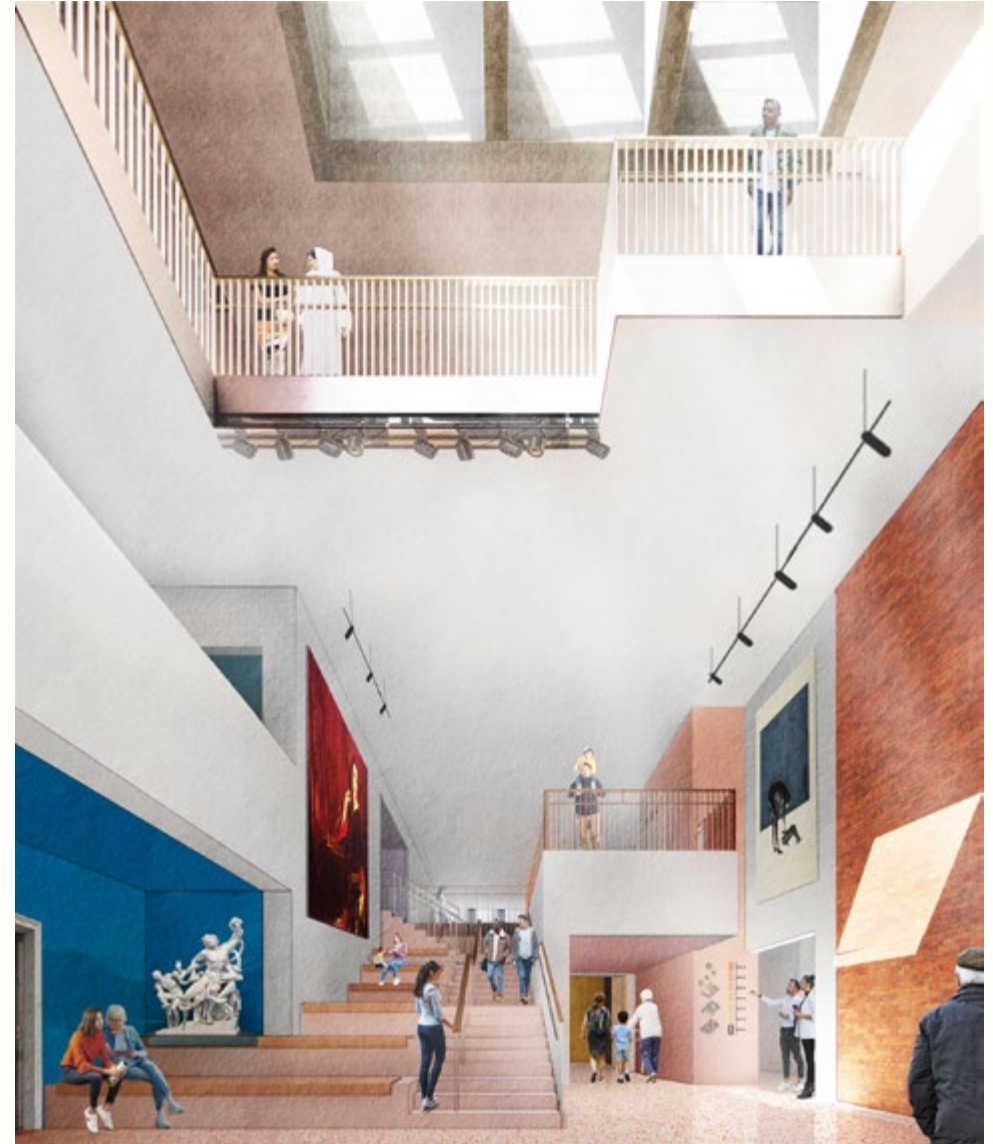


Crawford Art Gallery, Emmet Place. Pedersen Imagery

1. Introduction

Thank you for your interest in the **Head of Programming & Collection** position at Crawford Art Gallery.

This booklet provides information on the role, the organisation, the recruitment process and the terms and conditions of the position. Applicants are advised to read this booklet carefully before submitting their application.



Crawford Art Gallery, Sculpture Gallery. Artistic Impression. GA

2. About Us

Crawford Art Gallery is a National Cultural Institution dedicated to the visual arts, both historic and contemporary. The collection comprises more than 3,000 works, ranging from eighteenth-century Irish and European painting and sculpture to contemporary video installations. At the heart of the collection are casts of Greek and Roman sculpture, brought to Cork in 1818 from the Vatican Museum in Rome.

Our charitable purpose and objectives are:

- A to advance education by developing and promoting the practice of art, sculpture, and design, and in the fine arts and applied arts generally, and to promote the Crawford Art Gallery, Cork, as an educational Centre for the arts and as a major cultural and artistic Centre.
- B to advance education by providing facilities for cultural and artistic exhibitions, performances, displays, demonstrations, conferences, lectures, tours, visits, functions, and related activities, and to promote such cultural and artistic activities.

Through its exhibitions and Learn and Explore programmes, Crawford Art Gallery is committed to fostering recognition, critical assessment, and acknowledgement of historical and contemporary Irish and international art practice. Located in the heart of Cork City, the gallery is a vital part of Ireland's cultural and tourism infrastructure, welcoming more than 250,000 visitors each year.

Today, the Gallery has entered a major period of transformation through a significant capital project under the Ireland 2040 programme. Crawford Art Gallery has been closed since early-2026 to allow construction to proceed, with staff working from a temporary city-centre location during the period of construction.

Post-redevelopment, Crawford Art Gallery will become a distinctive landmark for Cork City and the wider region, a cultural hub and a visual icon – a place for encounter, a destination, a venue, and a base for developing ambitious artistic programmes and meaningful engagement with diverse audiences.

The primary goal of the gallery's redevelopment project is to provide enhanced, fit-for-purpose accommodation that reflects its national cultural status. The proposed project will deliver significant additional exhibition and public circulation areas, a new Learn and Explore facility, substantial storage for the National Collection at Crawford, a new entrance, and a dramatically improved public realm.

For Further Information: www.crawfordartgallery.ie

To create an even more
accessible public art gallery
that connects people,
artworks and arts practice
while engaging diverse
audiences in forward-
thinking, inclusive and
imaginative ways.

Our Vision

To create an even more accessible public art gallery that connects people, artworks and arts practice while engaging diverse audiences in forward-thinking, inclusive and imaginative ways.

Our Values

Crawford is guided by a set of core values that shape our actions, decisions and interactions with our stakeholders: Open & Inclusive | Welcoming | Supportive & Collaborative | Insightful & Responsive

For further information on the Gallery's Vision and Values, please refer to:
<https://crawfordartgallery.ie/wp-content/uploads/Crawford-Art-Gallery-Strategy-2024-2027-Final-Draft-2024.pdf>



Above: Crawford Art Gallery. Pedersen Imagery



Above: Crawford Art Gallery, view to East. Artistic Impression. GA

3. Position Details

Item	Details
Job Title	Head of Programming & Collection
Grade	Assistant Principal - PPC
Division / Department	Programming & Collection
Reporting To	Gallery Director
Location	Cork
Contract Type	Permanent
Working Hours	35 net hours per week
Salary Scale	€83,113 – €103,576

Crawford Art Gallery, a National Cultural Institution post-redevelopment, will become a distinctive landmark for Cork City and the wider region – a place for encounter, a destination, a venue and a base for experiencing ambitious artistic programmes and meaningful engagement with diverse audiences.

Role Purpose:

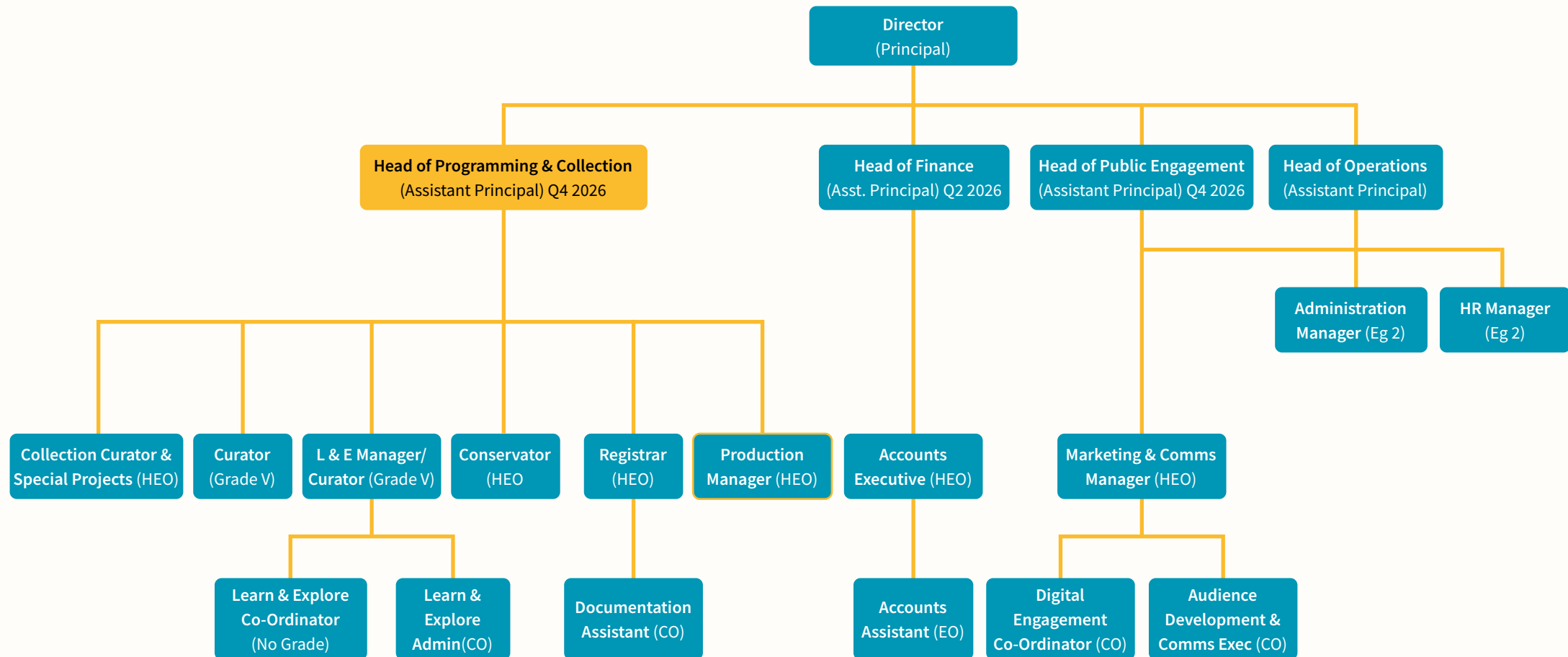
The Head of Programming & Collection is a new senior leadership role responsible for shaping and delivering the Gallery's artistic vision. The role works collaboratively across the organisation to bring the Gallery's exhibition, Collection, conservation, education, research and public programmes into meaningful dialogue with diverse audiences, while embedding learning, participation and creative engagement across all aspects.

The Head of Programming & Collection will lead the strategic planning, development, research, execution and evaluation of Crawford Art Gallery's programmes, and the interpretation, activation and presentation of the Gallery's Collection.

Reporting to the Director and serving on the Senior Leadership Team, the post-holder will lead the development and delivery of programmes in collaboration with Curators, the Registrar, the Production Manager, the Head Technician, the Learn and Explore Manager, and Conservation, ensuring that learning, participation and public engagement are integrated across the Gallery's artistic programming and the presentation of the Collection.

The role requires a balance of Museum curatorial and collection management knowledge; leadership, ambition, and experience; people management; strategic planning; and programme delivery, with a strong emphasis on collaboration, audience development, and partnership working at local, national, and international levels.

Organisation Chart





Mary Swanzy Exhibition, Crawford Art Gallery. Venividi Photo (pre development)



4. Principal Duties and Responsibilities

Strategic Leadership & Programming

- Lead the development and implementation of the Gallery's programme and Collection strategy, ensuring delivery in line with the Gallery's Strategic Plan
 - Oversee the full programme, including exhibitions, commissions, collections-related programming, Learn & Explore initiatives, programme talks, creative events and digital programming, both on and off site
 - Provide strategic leadership for Learn & Explore, ensuring that learning and participation are integrated into programme development from inception and that lifelong learning, creativity and meaningful engagement are supported for audiences of all ages, backgrounds and abilities
 - Develop a national and international strategy for creative relationships and partnerships
 - Develop multi-year artistic programming that reflects the opportunities presented by the expanded and redeveloped Gallery, its new public spaces, and the enhanced visitor experience.
 - Lead the strategic interpretation, research and activation of the Collection, ensuring it remains central to the Gallery's artistic vision, programming and public engagement.
 - Work closely with the Head of Public Engagement to ensure that interpretation and visitor experiences are developed using an integrated, audience-centred approach.
 - Provide strategic leadership to the Learn and Explore Manager, ensuring that learning and participation are integral to artistic planning, exhibition development, interpretation and public programming.
- Champion innovative programming that engages with current cultural, social and environmental issues, ensuring relevance for existing and future audiences
 - Contribute at a senior level to organisational strategy, policy development, institutional planning, and communications, including during the capital redevelopment and transition.
 - Provide strategic leadership throughout the redevelopment and transition period, contributing to operational readiness, gallery planning, and commissioning opportunities to ensure the Gallery's successful reopening in 2028.
 - As Head of Programming & Collection, design and deliver dynamic, inclusive, and thought-provoking programmes that foster meaningful dialogue and participation between the Gallery's collection and audiences. You will connect exhibitions to people, ideas, and the present moment, ensuring the Gallery is not only visited but also felt, debated, and remembered.
 - Foster a culture of artistic ambition, collaboration and innovation, ensuring that the Gallery's programming enhances its national and international reputation and contributes to visitor growth, audience engagement and participation, and long-term organisational stability.

4. Principal Duties and Responsibilities

Artistic Leadership

- Lead the development of the Gallery's artistic vision, ensuring that programming and the Collection reflect Crawford Art Gallery's ambitions as a National Cultural Institution.
- Ensure leadership in artistic priorities, acquisitions, commissions and long-term programme planning, in collaboration with the Director and the Senior Leadership Team.
- Ensure the Gallery's artistic programming addresses emerging cultural, social and environmental issues while maintaining high standards of curatorial excellence.

Curatorial & Public Engagement Oversight

- Provide senior curatorial leadership, ensuring high-quality research, interpretation, publications, learning resources and public-facing content that reflect the gallery's artistic vision and the collection's significance as a National Cultural Institution.
- Champion inclusive, audience-centred approaches to programming, learning and interpretation, in line with the Public Sector Equality and Human Rights Duty.
- Support innovative programme models that expand access and deepen engagement across diverse audiences and communities.
- Champion innovative learning and engagement approaches that connect the collection with all communities, ensuring that engagement and participation are integral to the gallery's artistic vision.

- Curate experiences, not just events. Build programmes spanning talks, performances, digital content, learning initiatives, and cross-disciplinary collaborations.
- Bring in voices from outside the institution, such as artists, activists, technologists, and communities, and enable them to shape and contribute to the programme.
- Collaborate with stakeholders locally, nationally and internationally
- Lead with curiosity and courage. Champion programming that asks questions, challenges perspectives, and reflects the complexity of contemporary, diverse society.
- Translate vision into delivery. Turn ambitious ideas into well-executed, high-quality experiences delivered on time, on budget, and with impact.
- Grow audiences meaningfully. Expand reach without compromising depth. Build loyalty, relevance, and genuine engagement across diverse communities.
- Champion innovative approaches to interpreting and activating the collection through exhibitions, research, publications, digital initiatives and partnerships, ensuring its continued relevance and accessibility to diverse audiences.
- Ensure programming reflects environmental, sustainability, accessibility and inclusion by embedding these principles throughout planning and delivery.

4. Principal Duties and Responsibilities

Partnerships & External Relations

- Build and maintain strong relationships with artists, curators, lenders, cultural institutions, and other stakeholders at local, national, and international levels.
- Represent the Gallery professionally at national and international events, networks and forums.
- Support the Director with stakeholder engagement, reporting and advocacy as required.
- Develop strategic partnerships with museums, galleries and other external partners to enhance the Gallery's reputation, extend its reach and create opportunities for collaboration, participation, touring exhibitions, research and commissioning.
- Act as an ambassador for the Gallery, promoting its artistic vision and strengthening its standing as one of Ireland's leading National Cultural Institutions.
- Work closely with the Director to cultivate relationships with donors, sponsors and key stakeholders to support the gallery's artistic ambitions and long-term sustainability.

Governance, Compliance & Reporting

- Ensure programming activities comply with public-sector governance standards, internal policies, and recognised best practices in sustainability.
- Prepare high-quality reports, briefings and presentations for the Director, the APSC (Artistic Policy Subcommittee), the Board, the Department and external stakeholders as required.
- Contribute to organisational reporting, including annual reports and strategic reviews.
- Ensure that programming, collection activities and artistic partnerships are delivered in line with the highest standards of governance, ethical practice, accountability and public service values.
- Monitor and evaluate programme performance against agreed strategic objectives, audience outcomes, financial performance and organisational KPSs, reporting regularly to the Director and the Senior Leadership Team.

4. Principal Duties and Responsibilities

People Management & Team Leadership

- Lead, manage and support the artistic teams (including Curatorial, Collection, Registrar, Conservation, Production Manager, Learn and Explore, and Head Technician), fostering an integrated approach to programming, learning, research and public engagement.
- Set clear objectives, support professional development, and ensure effective performance management in line with public service requirements and best-practice international gallery models
- Promote cross-departmental collaboration with Operations, Finance, Marketing and Communications, Audience Development, and Visitor Services.
- Lead and inspire a team. Create an environment where ideas flourish, risks are embraced, and people can do their best work.
- Provide strategic leadership for the Gallery's creative team, fostering collaboration, innovation, accountability and continuous improvement

Financial & Operational Management

- Forecast and manage programming budgets, ensuring effective financial planning, monitoring, control, and value for money.
- Oversee the scheduling, resourcing and delivery of programmes, ensuring compliance with governance, procurement, health and safety, and risk-management requirements.
- Contribute to and oversee funding applications, sponsorship proposals and partnership agreements for programmes.
- Support the Director in securing philanthropic support, sponsorship and external funding for programming, publications and strategic Learn and Explore initiatives.
- Ensure effective operational planning for programming, in collaboration with gallery teams, to deliver projects safely, efficiently and to the highest professional standards.
- Monitor and evaluate programme performance, audience outcomes, financial performance and organisational impact, using evidence and insights to inform future planning and continuous improvement.

Please note:

The above is a general guide to the key duties and responsibilities of the role and is not an exhaustive description. Other duties and responsibilities appropriate to the role may be assigned from time to time.

5. Eligibility Requirements

Essential Eligibility Requirements

A qualification at minimum Level 8 on the National Framework of Qualifications (NFQ)

(or NARIC Ireland Foreign Qualifications equivalent) in Art History, Fine Art, Visual Culture, Curatorial Studies or a cognate discipline;

and

A minimum of 5 years' relevant experience in programming, managing Collections, curatorial practice and visual arts management, including leading or managing a team.

Professional Experience

- Proven track record of leading complex artistic and cultural programmes within a public-facing organisation.
- Demonstrated experience in leadership, collaboration, and managing teams, budgets, and multiple stakeholders.
- A strong track record of designing and delivering cultural or public programmes across the visual arts and related disciplines.
- Demonstrated experience leading organisational change, strategic transformation or major cultural initiatives within a museum, gallery or comparable cultural institution.
- Experience of leading interpretation or public engagement programmes in a museum, gallery or cultural organisation
- A distinct point of view on what a national cultural institution should be in today's world.
- The ability to balance creativity with operational rigour.
- A commitment to collaboration, inclusion, access, and relevance.
- Articulation skills and an excellent ability to prioritise and manage conflicting demands
- Experience in developing strategic partnerships and collaborating with artists, cultural organisations and external stakeholders

5. Eligibility Requirements

Skills & Competencies

- Strong strategic thinking and leadership skills appropriate for the Assistant Principal level.
- Excellent communication, influencing and relationship-management skills.
- High level of organisational, planning and problem-solving skills.
- Strong understanding of public service values, accountability, and governance.
- Proven track record in budgeting and financial accountability
- Emotional intelligence, sound judgement, and a collaborative instinct.
- Ability to inspire and lead through periods of organisational change and transformation
- Highly developed strategic judgement, political awareness and the ability to build productive relationships across Government, the cultural sector and wider stakeholder networks.

Knowledge

- Extensive knowledge of visual arts practice, museum and gallery programming, and audience engagement.
- Understanding of equality, diversity and inclusion principles in programming.
- Knowledge of public-sector operating environments is desirable.
- Knowledge of national and international gallery practice, collection stewardship, artistic commissioning and cultural policy.

Desirable Requirements

- Experience of working with national collections, galleries, touring exhibitions, or international partnerships.
- Experience in visual art programming and commissioning.
- Understanding of Learn and Explore practices and delivery
- Experience contributing to organisational change or capital redevelopment projects.
- Experience in commissioning publications, research projects or major artistic collaborations

What Success Looks Like

- Programmes and Collection establish Crawford Art Gallery as a cultural destination
- New audiences feel this is a place for them and return.
- Artists and collaborators actively seek opportunities to collaborate with Crawford Art Gallery
- The Gallery is regarded as a living cultural space rather than a static one.
- The Collection is presented in an innovative and meaningful way, connecting works that invite discussion and debate
- Programming contributes significantly to the gallery's reputation, visitor growth, public value and long-term sustainability.
- Learn & Explore programmes are recognised for excellence, reaching increasingly diverse participants and making the Collection more accessible, relevant and inspiring.

6. Competencies

Competency	Indicative evidence candidates may be asked to provide
Leadership	● Actively contributes to the development of the strategies and policies of the Department/ Gallery
	● Leads and maximises the contribution of the team as a whole
	● Develops capability of others through feedback, coaching & creating opportunities for skills development
	● Identifies and takes opportunities to exploit new and innovative service delivery channels
Delivery of Results	● Manages resources effectively and achieves objectives.
	● Ensures controls and performance measures are in place to deliver efficient and high value services
	● Effectively manages multiple projects
Interpersonal and Communication Skills	● Communicates clearly and builds productive relationships.
	● Engages effectively with a range of stakeholders, including members of the Public, Colleagues, Board and the Department.
	● Maintains poise and control when working to influence others
Specialist Knowledge and Expertise	● Demonstrates the technical knowledge required for the role.
	● Has a clear understanding of the role's objectives and targets of self and the team and how they fit into the work of the Department/ Gallery
	● Is focused on self-development, seeking feedback and opportunities for growth to help carry out the specific requirements of the role
Analysis and Decision Making	● Uses evidence to inform decisions and solve problems.
	● Considers the wider implications, agendas and sensitivities within decisions and the impact on a range of stakeholders
	● Integrates diverse strands of information, identifying inter-relationships and linkages
Drive and Commitment to Public Service Values	● Through leading by example, fosters the highest standards of ethics and integrity
	● Ensures the citizen is at the heart of all services provided
	● Is self-motivated and shows a desire to continuously perform at a high level



All Eyes on Us, Crawford Art Gallery. Jed Niezgoda (pre development)

7. Eligibility to Compete and Certain Restrictions on Eligibility

Eligible Candidates Must be:

- A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; or
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa: or
- A person awarded international protection under the International Protection Act 2015, or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa: or
- A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa.

Note regarding UK citizens:

The longstanding Common Travel Area Agreement between the UK and Ireland remains unchanged post-Brexit. Accordingly, UK citizens remain eligible to work and reside in Ireland without restriction and may apply to compete in this competition if they meet all other qualifying criteria. Further information on the Common Travel Area is available [here](#). To qualify, candidates must meet one of the citizenship criteria above by the date of any job offer.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER), as set out in Department of Finance Circular 12/09, that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector.

Therefore, such retirees may not apply for this position.

Department Of Health & Children Circular (7/2010)

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public money. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

7. Eligibility to Compete and Certain Restrictions on Eligibility

Collective Agreement: Redundancy Payments to Public Servants

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment.

Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non- eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013). The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement, Redundancy Payments to Public Servants dated 28 June 2012, as detailed above, a specific condition of that VER scheme is that persons will not be eligible for re-employment in any Public Service body (as defined by the Financial Emergency Measures in the Public Interests Acts 2009-2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012) for a period of 2 years from their date of

departure under this Scheme. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. These conditions also apply in the case of engagement or employment on a contract-for-services basis (either as a contractor or as an employee of a contractor).

Career Breaks

Subject to satisfying the eligibility requirements, the competition is open to staff who are on a Career Break, provided their Career Break conforms to the provisions of the Department of Finance Circular 04/2013, or on secondment arrangements.

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.



Culture Night, Crawford Art Gallery. Provision (pre development)

8. Principal Conditions of Service

PAY:

The pay scales applicable to the position are as follows (**rates effective June 2026**):

ASSISTANT PRINCIPAL – PPC (June 2026)

€83,113 €86,173 €89,277 €92,390 €95,499 €97,292 €100,427¹ (LSI1) €103,576² (LSI2)

*LSI 1 is Long service Increment after 3 years on Max of scale.

*LSI 2 is Long service increment after 6 years on Max of scale.

Personal Pension Contribution

The PPC pay scale will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution. It will also apply to new permanent employees and fixed term un-established employees.

ASSISTANT PRINCIPAL – NON PPC (June 2026)

€80,282 €83,205 €84,815 €87,770 €90,725 €92,432 €95,408¹ (LSI1) €98,396² (LSI2)

*LSI 1 is Long service Increment after 3 years on Max of scale.

*LSI 2 is Long service increment after 6 years on Max of scale.

Non-Personal Pension Contribution

The Non-PPC (Personal Pension Contribution) salary for the position is as follows and applies where the appointee is a civil or public servant recruited before 6th April 1995 and who is not required to make a Personal Pension Contribution.

Important Note

- Entry will be at the first point of the scale, and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.
- Subject to satisfactory performance, increments may be payable in line with current Government Policy. (See the Public Service Stability Agreement 2018-2020 paragraph 5.1)
- Different terms and conditions may apply if immediately prior to appointment you are a currently serving civil or public servant.
- The rate of pay will be paid fortnightly in arrears via Electronic Fund Transfer (EFT) to a bank account of your choice. Payment cannot be made until you supply an IBAN and BIC number to the Payroll Unit.
- Statutory deductions from salary will be made as appropriate.
- You will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due to you in accordance with the Payment of Wages Act 1991. You will be advised in writing of the amount and details of any such overpayment, and you will be given at least one week's notice of the deduction to take place, which will be deducted at an amount fair and reasonable having regards to all the circumstances.

8. Principal Conditions of Service

Tenure

The appointment is offered on a full-time basis. This role will include a probationary period of one year from the date of appointment. This does not preclude an extension to the probationary period in appropriate circumstances. During the period of probation, the appointee's performance will be subject to review by the relevant manager(s) to determine whether the appointee:

- has performed in a satisfactory manner,
- has been satisfactory in general conduct,
- is suitable from the point of view of health, with regard to sick leave.

Outside Employment

The position will be full-time, and the appointee may not engage in private practice or be connected with any outside business that conflicts in any way with their official duties, impairs performance, or compromises their integrity.

Organisation of Working Time Act 1997

The terms of the Organisation of Working Time Act 1997 will apply to this position.

Location

The successful candidate will initially be based at a temporary City Centre location during the Master Development Project period, but after the renovation/refurbishment, will be based at The Crawford Art Gallery on Emmet Place, Cork.

Hours of Attendance

Hours of attendance will be as fixed from time to time but will amount, on average, to not less than 41.25 gross hours per week (35 net hours per week). No additional payment will be made for extra attendance (over and above 41.25 hours per week) as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time

Annual Leave

The annual leave allowance will be 30 days per year. This allowance is subject to the usual conditions regarding the granting of annual leave and is based on a five-day week and is exclusive of the usual public holidays.

Health

The candidate holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Sick Leave

Pay during properly certified sick absence, provided there is no evidence of permanent disability for service, will apply on a pro-rata basis, in accordance with the provisions of the sick leave circulars.

Officers who will be paying Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to the Crawford Art Gallery. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

8. Principal Conditions of Service

Superannuation & Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Crawford Art Gallery, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”)

Key provisions attaching to membership of the Single Scheme are as follows:

A. Pensionable Age

The scheme’s minimum pension age will be linked to the State Pension.

B. Retirement Age

Scheme members must retire at the age of 70.

C. Pension Abatement

If the appointee was previously employed in the Civil Service and is in receipt of a pension from the Civil Service normal abatement rules will apply. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Department of Health Circular 7/2010 VER/VRS which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of

reappointment. Special arrangements will, however, be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

If the appointee was previously employed in the Civil Service or in the Public Service, please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re- employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.

If the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/ VRS or the Department of Environment, Community & Local Government (Circular letter LG(P) 06/2013) which as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of the reappointment. Special arrangements will, however, be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

8. Principal Conditions of Service

Department of Education and Skills Early Retirement Scheme for Teachers Circular 1022007

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be considered in the calculation of the pension payment).

Ill-Health-Retirement

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

D. Prior Public Servants

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

However, the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the pension scheme for non-established civil servants ("Non-Established State Employee Scheme"). This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

E. Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for

8. Principal Conditions of Service

in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

F. Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website:

<http://www.per.gov.ie/pensions>

Secrecy, Confidentiality and Standards of Behaviour:

Official Secrecy & Integrity

During the term of the contract an appointee will be subject to the Provisions of the Official Secrets Act, 1963, as amended by the Freedom of Information Acts 1997 and 2003.

The appointee will agree not to disclose any confidential information to third parties during or after the period of employment.

Civil Service Code of Standards and Behavior

The appointee will be subject to the Civil Service Code of Standards and Behavior.

Character

A candidate for and any person holding the office must be of good character.

Ethics in Public Office Acts 1995

The Ethics in Public Office Acts 1995 will apply, where appropriate, to this employment.

IMPORTANT NOTICE:

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.



Culture Night 2022, Crawford Art Gallery. Provision (pre development)

9. Recruitment Process

Crawford Art Gallery invites applications for the role of **Head of Programming & Collection** from suitably qualified candidates both nationally and internationally and will be undertaking a comprehensive executive search as part of this recruitment campaign.

The selection process may include one or more of the following stages:

1. **Application form assessment**
2. **Shortlisting**
3. **Online assessment tests**
4. **Competency based Interview**
5. **Presentation exercise**
6. **Reference checks**
7. **Clearance and verification**

The number and nature of stages may vary depending on competition requirements.

Shortlisting

Normally, the number of applications received for a position exceeds that required to fill existing and future vacancies in the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Crawford Art Gallery may decide that only a number will be called to interview. In this respect, Crawford Art Gallery provides for the employment of a shortlisting process to select a group for interview who, based on an examination of the CV and letter of interest, appear to be most suitable for the position.

An expert board will evaluate the application forms against predetermined criteria based on the position's requirements and decide whether you will be shortlisted relative to other candidates. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather, some candidates, based on their applications, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on your CV.

Interview Process

Candidates invited to interview may be assessed on relevant experience, competency examples, technical knowledge, understanding of the public service environment, and motivation and suitability for the role. Candidates may also be asked to complete a presentation or assessment exercise.

Deeming of Candidature to be Withdrawn

Candidates who do not, when requested, furnish such evidence as Crawford Art Gallery requires regarding any matter relevant to their candidature will have no further claim to consideration.

Review Procedures in Relation to the Selection Process

Requests for a review are dealt with in accordance with the "Code of Practice: Appointment to Positions in the Civil Service and Public Service" published by the Commission for Public Service Appointments - the Code can be accessed at www.cpsa.ie

9. Recruitment Process

Crawford Art Gallery will consider requests (addressed to the Head of Operations) for review as follows:

1. Informal process to be availed of within 5 working days of the notification of initial decision (Section 7.8 of Code) or within 2 working days of the receipt of a decision in relation to an interim stage (Section 7.9 of Code).
2. Formal process: request for review must be made within 10 working days of the notification of the initial decision or if an interim stage the request for review must be received within 4 working days (Section 7.13 of Code).
3. The candidate may seek to have outcome of initial review reviewed by decision arbitrator and a request to this effect should be made within 7 working days of the receipt of the outcome of the initial review (Section 7.15 of Code).

Section 8 of the Code deals with the Review/Appeals Procedures in relation to allegations of a breach of the Code of Practice.

Candidate Feedback

In accordance with the principles of the above Code of Practice, Crawford Art Gallery is committed to providing clear, specific, and meaningful feedback to candidates. In this regard, it is Crawford Art Gallery's policy to provide written feedback to candidates. This will comprise the candidate marks from the competition, benchmarking the mark relative to the performance of other candidates and a comment from the assessment board in relation to the candidate's overall performance under each of the competency headings.

Access to Information

THREE hard copies of the application material will be generated from the emailed application for use by the interview board. On completion of the competition, ONE copy will be retained by the HR unit, and the remaining TWO copies will be destroyed. The Data Protection Acts 1988 - 2018 will apply. Further information is available in the Gallery's Privacy Notice.

Confidentiality

Subject to the provisions of the Freedom of Information Act 2014 applications will be treated in strict confidence.

You can expect that all enquiries, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone outside those directly involved in the recruitment process

9. Recruitment Process

Candidates Obligations

Candidates should note that canvassing will disqualify them and result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information.
- canvass any person, with or without inducements.
- interfere with or compromise the process.

Specific Candidate Criteria

Candidates must meet the following criteria:

- Have the appropriate qualifications, skills, knowledge and ability to fulfil the duties of the relevant position.
- Be suitable for the job on the basis of their character.
- Be suitable in all other respects to be appointed to the relevant post.

And if successful, they will not be appointed unless they do the following:

- Consent to the performance of job-related duties and acceptance of the conditions under which those duties are performed or may be performed.
- Be competent and fully available to perform the duties associated with the job.
- Undergo a medical examination by a medical practitioner nominated by the Gallery
- Provide a passport (if the successful candidate does not currently hold one, a birth certificate and a form of photographic identification will be required).
- Provide proof of PPS Number (social services card).
- Undergo Garda Vetting clearance (if necessary)



Crawford Art Gallery, View to Shandon. Artistic Impression. GA

10. Salary and Benefits

The salary scale applicable to this position is **€83,113 – €103,576**. Benefits may include annual leave entitlement, public service pension scheme, employee assistance supports, professional development opportunities, and flexible working arrangements where applicable.

11. Equality, Diversity and Inclusion

Crawford Art Gallery is committed to creating an inclusive workplace and welcomes applications from all suitably qualified persons. Reasonable accommodations will be provided throughout the recruitment process where required. Applicants requiring accommodation should contact apply@principalconnections.com

12. Important Dates

Activity	Indicative Date
Closing Date	02.10.2026
First Interviews	Late October

13. How to Apply

1. Applicants should submit a copy of their current Curriculum Vitae, a letter of interest, and the names and contact details of two referees. These should be submitted by e-mail to apply@principalconnections.com
Please note that all application documentation should be submitted as a single PDF.
2. Applicants will be shortlisted based on the information contained in their curriculum vitae and letter of interest.
3. It is the responsibility of applicants to be available for interview at the allotted time and date.
4. CAG reserves the right to make such enquiries as it considers necessary regarding an applicant before making an offer of a post to them.

Closing Date

The closing date for receipt of applications is **12:00 NOON, 02/10/2026**. This closing date will be strictly adhered to

Reasonable Accommodation

If you require any accommodations in relation to any aspect of this competition, please email us at apply@principalconnections.com before the closing date.

14. Enquiries

All enquiries relating to the role should be directed to Eilish Devine, Partner of our retained executive search partners, Principal Connections – executive search using email apply@principalconnections.com or alternatively, please telephone +353 (0)1 703 88 09.

No enquiries or canvassing must be made to Crawford Art Gallery.

Other Important Information

Crawford Art Gallery will not be responsible for refunding any expenses incurred by candidates, including preparation for or attendance at an interview or relocation

Candidates should note that canvassing will disqualify and will result in their exclusion from the process



Recasting Canova, Crawford Art Gallery. Venividi Photo (pre development)