



RECRUITMENT NOTICE - PROJECT CO-ORDINATOR

JOSEPH WALSH STUDIO

Joseph Walsh Studio, situated in County Cork, Ireland, encompasses a design studio, workshop, gallery and archive. Here art, craft, design and technical innovation merge in the creation of exquisite and expressive pieces that open up new possibilities in material and form. Joseph Walsh's works, from monumental scale sculptures to one-of-a-kind site-specific commissions and collectible design editions, can be found in significant international public and private collections.

JOB DESCRIPTION

Working on-site under the direction of the Gallery Manager, The Project Co-ordinator will work in the Joseph Walsh Studio Gallery Business Unit [BU] that represents and communicates the work of Joseph Walsh, while also working closely with the Design Team [who research and develop Joseph Walsh's concepts] and the Workshop Team [who realise them]. They will have a clear understanding of each BU's function and objectives and will contribute to their respective KPI's in relation to setting objectives and achieving goals. The Project Co-ordinator will oversee the successful delivery of the Studio's project schedule and exhibition and events programme. They will have commercial awareness, devise and implement best practice policies and procedures and provide the Gallery Manager with a progress report prior to each quarterly management meeting. The Project Co-ordinator will be flexible and will assist other members of the Team, if and when required, to ensure the Studio meets its overall objectives.

THE ROLE

- Co-ordinate the Studio's project schedule –in conjunction with the Gallery, Design Studio and Workshop teams - and oversee the effective and efficient delivery of this schedule.

- Oversee and monitor production schedules, adjust – if necessary - and resolve issues in a timely and effective manner.
- Co-ordinate the Studio's exhibition and events schedule - in conjunction with the Gallery Team - and manage the effective and efficient delivery of this schedule.
- Manage transport logistics.
- Contribute to the Workshop and Design Studio purchasing schedule.
- Be responsible for the documentation of best practice procedures and processes for all relevant functions.
- Work with the Gallery BU and finance teams to monitor budgets and manage costs.
- Communicate clearly and effectively with other team members, suppliers, subcontractors and stakeholders.

THE IDEAL CANDIDATE WILL HAVE:

- Excellent project and time management skills.
- Excellent presentation and organisational skills.
- Excellent verbal and written communication skills.
- A proficiency in MS and Mac.
- The ability to create new internal systems where required.
- The ability to work on their own initiative and achieve deadlines.
- A full clean driving licence [essential].

TO APPLY

To apply, please send a cover letter and CV to careers@josephwalshstudio.com

Applications should be received by 17th February 2023

josephwalshstudio.com