Institute of Technology Carlow Graduate Internship Programme

Art Management & Promotion of the Institute’s Art Collection
Internship Specification

Ref: 58/19

The Institute is offering internships with the Registrar’s Department to IT Carlow students who have successfully completed all of the course work for a relevant Honours Degree. The internship is for a period of six months beginning September 2019. An internship provides a valuable opportunity for students to boost their career prospects and for the Institute to benefit from the application of their knowledge and skills to a position within the Institute.

Benefits include a monthly salary of €1,600 public sector transport costs for official business, and access to staff facilities gym library, canteen etc.)

Boost your Career Prospects

An internship is a valuable opportunity to build your career profile and to improve your prospects of future employment. Through an internship, you have the opportunity to achieve the following:

- To apply academic knowledge and skills to a real work situation
- To grow in confidence and to develop personal skills and qualities
- To build a more successful CV/career portfolio and to have real work experience to talk about in an interview
- To make contacts and network
- To learn about yourself and what type of work suits you
- To avail of personal mentoring and career development
- To obtain a reference for future employment

Responsibilities of Internship

The purpose of the role is to play an important part in the management and promotion of the Institute’s Art Collection and to provide general support and assistance associated with the collection within IT Carlow. This may include assistance with:

- Design and content gathering for promotional material
- Preparation of the catalogue for display including on the Institute’s website.
- Organisation and promotion of Institute Art Collection events.
- Other duties as assigned by your line manager or other manager of the Institute.
Candidate Requirements

- Applicants must be a Level 8 or 9 IT Carlow Graduate from the years 2017, 2018 or a final year student in 2019.
- Minimum requirement is a 2.2 in a Level 8 honours degree appropriate to the internship. (*Applications can be submitted prior to receiving your final results but offer of an internship will not be made until your results are available.*)
- Excellent interpersonal, communications and presentation skills.
- Professional in manner.
- Enthusiasm and motivation.
- Excellent Digital Media Skills.
- Good organisational and time management skills.

Application Procedure

Should you wish to apply for the Internships, please complete the Institute’s Internship 2019 application form which can be downloaded from the Institutes website [www.itcarlow.ie/graduateopportunities](http://www.itcarlow.ie/graduateopportunities) and return it to the Human Resource, Institute of Technology Carlow, Kilkenny Road Carlow (email humanresources@itcarlow.ie) by 12 Noon Friday 17th May 2019.

In your application, you are reminded to highlight the skills and personal qualities that you think make you suitable for the Internship.

Application Procedure Checklist:

- You are a Level 8 or 9 IT Carlow Graduate from the years 2017, 2018 or a final year student in 2019. **Yes**

- If you are a previous year’s graduate your exam results (*min requirement 2.2*) are included on application form. **☐**

- You have completed the Institute’s Internship Application Form. **☐**

- Your application is submitted by the closing date **Closing Date: 12 Noon Friday 17th May 2019**. **☐**