

## JOB DESCRIPTION

### GRADUATE INTERNSHIP PROGRAMME 2025

1.	<b>Internship Title</b>	<b>036187 Intern – Art Management &amp; Promotion of SETU’s Art Collection</b>
2.	<b>Duration</b>	7 months
3.	<b>Working Week</b>	The appointee will work 35 hours per week together with such additional hours as may be required from time to time for the proper discharge of their duties
4.	<b>Department</b>	Registry
5.	<b>Reports To</b>	VP for Student Experience or appointed nominee
6.	<b>Duties and Responsibilities</b>	<p>This internship provides an opportunity for graduates to gain valuable experience bridging the gap between study and work. They will be in a position to develop their skills and knowledge base in a workplace setting under the full support and guidance of a SETU mentor. In addition, the intern will be able to apply their knowledge in a real work environment, gain networking opportunities and build their confidence, thus enhancing their career prospects.</p> <p>The range of duties assigned to an intern may vary greatly, but the following indicate some of the principal supervised duties and responsibilities:</p> <p>The purpose of the role is to play an important part in the management and promotion of SETU’s Art Collection and to provide general support and assistance associated with the collection within the University. This may include assistance with:</p> <ul style="list-style-type: none"> <li>• Design and content gathering for promotional material</li> <li>• Preparation of the catalogue for display including on the SETU website</li> <li>• Organisation and promotion of SETU Art Collection events</li> <li>• Undertake such duties as required by the VP for Student Experience or other designated officer of SETU</li> </ul>
7.	<b>Essential Requirements</b>	<ul style="list-style-type: none"> <li>• A relevant SETU Level 8 Honours Degree (first or second-class) or relevant SETU Level 9 Masters degree from 2023 or 2024 <b>OR</b></li> <li>• A final year SETU student in the 2024/25 academic year</li> </ul>
8.	<b>Desirable Qualifications/Skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal, team working and time management skills</li> <li>• Excellent written and verbal communications and presentation skills</li> <li>• Enthusiastic and motivated</li> <li>• Excellent IT skills</li> <li>• Professional manner</li> </ul>
9.	<b>Salary</b>	€2,055 per month