**Research and Project Management Intern Job Description**

**Reports to**: The Leitrim Design House Team

The **Research and Project Management** Intern will be responsible for assisting:

* the marketing team with cataloguing and compiling material for The Leitrim Design House website archive
* the creative heartlands project team on research and project coordination

The priorities within the role are to help build awareness of the Leitrim Design House and the Creative Heartlands Project

**Duties will include but not be limited to:**

* Compile data of previous exhibitions, workshops and events, which will be added to the Leitrim Design House website
* Assist with sales and merchandising of gallery
* Assist with exhibitions
* Undertake research for the Creative Heartlands project
* Assist with Creative Heartland workshops and events
* Other duties related research and project management of Leitrim Design House and Creative Heartlands as required

**Required skills and attributes will include:**

* Ability to work independently
* Strong oral and written communication skills and interpersonal skill
* Keen eye for detail & positive attitude
* Availability 2 days per week for 20 weeks
* Project coordination skills would be a benefit but are not essential as full training will be provided along with the opportunity to gain experience in a supported environment
* Awareness and interest in craft & design sector
* Graduate / student of a relevant 3rd Level course
* Preference will be given to applicants born or currently domiciled in County Leitrim
* Travelling to attend workshops may be required from time to time and access to own transport may be required

**Place of work:** Usual place of work will be Leitrim Design House offices. However, this will be a blended working role with some remote working

**Salary:** €4,000

**Time Period:** Two days per week for a duration of twenty weeks. For this programme, interns are entitled to public holiday leave, as well as a minimum of 1.75 days of annual leave per month pro rata to full-time, which for the duration of this programme amounts to 1.5 days leave over the course of the internship

**Hours of work:** Usual hours of work will be 10am-6pm with 1 hour for lunch. Some attendance outside of usual working hours may be required