



Position: Heritage Associate

Mercy International Association is excited to be planning a significant visual and technological upgrade and revision of the Heritage Room displays. A vibrant, creative, skilled person is sought to support this project and the overall sharing of the Mercy Story at Mercy International Centre.

Position Overview:

The core of this **three-year contracted position** is to assist the Head of Heritage and Spirituality in the communication and promotion of the Heritage Collection and story at Mercy International Centre and to develop further the MIA digital archive on *Preservica*.

The Mercy story is rich and complex, and ideally, the successful applicant would have substantial prior knowledge of the Mercy story, and enthusiasm and commitment to share this story with Sisters, Associates, Partners in Ministry and pilgrims of all ages.

Expected Outcomes:

The key outcome of the position is that the story would be effectively communicated to visitors to Mercy International Centre in written, oral, visual and electronic formats, and through the Mercy International Association *Preservica* site.

This will be achieved through:

- revising the displayed material in the Heritage Room at Mercy International Centre and the updating of other display materials throughout the house,
- assisting in conducting tours and in the delivery of programmes when required and welcoming guests from around the world,
- populating the digital archive on the MIA *Preservica* site by collating, scanning and uploading documents/images,
- ensuring that the metadata on the MIA *Preservica* website is accurate and comprehensive to enable relevant searches of the content,
- developing and managing the website/user portal for the MIA *Preservica* site to allow the resources to be accessed publicly,
- supporting the day-to-day activities of Mercy International Centre as required.

Hours:

Full-time

Essential skills required:

- excellent graphic design skills and demonstrated experience in preparing and delivering content to pre-press level,
- a high level of competence in the use of complex application software, including Adobe InDesign, Illustrator and Photoshop,
- experience in the construction of websites and the use of CSS and HTML,
- ability to problem-solve technological issues, seek out answers and adapt to a changing technological environment,
- research and collaboration skills.

Reporting:

The Heritage Associate will be directed in day-to-day tasks by, and be accountable to, the Head of Heritage and Spirituality.

In accordance with MIA's employment procedures, the Heritage Associate will be employed by Neylons Facility Management.

Personal skills and attributes:

- commitment to the Mission, Purpose and Ethos of MIA,
- excellent communication skills,
- organisational skills, time-management skills, stress management skills, ability to prioritise and to give attention to detail,
- strong oral, written and visual communication skills,
- ability to develop good relationships with visitors and colleagues,
- ability to work with a close-knit team and also independently,
- creative,
- proactive at seeking and incorporating feedback,
- have the capacity to initiate and act both independently and interdependently,
- commitment to sound work ethics and willingness to work a flexible schedule,
- cultural awareness and sensitivity.

Please note that this position is based in Dublin, Ireland, and the successful applicant must meet the requirements of Irish employment law and, if necessary, be able to obtain residential and work visas for Ireland.

The tasks of this position are finite; therefore, the position has a 3-year tenure.

Remuneration will be negotiated based on skills and qualifications.

Applications and enquiries:

To apply for this position, please email a cover letter, a cv and the contact details of two referees who can comment on your suitability for the position to:

Anna Nicholls rsm, heritage@mercyinternational.ie

Any questions regarding this position can also be directed to Anna Nicholls.

Applications for this position must be received by 4 pm GMT on Friday 3 April 2020.

About Mercy International Association

Mercy International Association (MIA) is an organisation based in Dublin, Ireland, founded in 1992 to serve the world-wide community of Sisters of Mercy, Mercy Associates and Partners in Mercy by providing education and formation opportunities. MIA also has an office in New York (USA) from which its Mercy Global Action (MGA) activities are led and administered. MIA promotes the founding vision of the Sisters of Mercy through the provision of heritage resources, programmes, tours, conferences and pilgrimages. MIA also stimulates and inspires Mercy congregations and institutes throughout the world to use their resources to respond to issues of global poverty and its root causes. This vision keeps alive the spirit of Catherine McAuley, foundress of the Sisters of Mercy, among peoples of the world most in need of God's compassion and mercy today.

MIA is responsible for Mercy International Centre, Baggot Street; Mercy Global Action located in New York City; structures and systems that promote global communication, heritage, archival and research work; international gatherings and the support of the promotion of the Cause for Canonisation of Catherine McAuley.

Mercy International Association is a Charity registered in Ireland.
Charity number CHY 10078