



create national development
agency for collaborative arts

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Position Summary

Post Title:	Programme Manager, Arts and Engagement
Post Status	Full-time, three-year fixed-term contract
Location	Create office, Dublin City Centre
Reports to:	Director
Salary:	€36,000 - €38,500

Closing date for applications is Thursday 28 March 2019.

You can read more about the Application Process in Appendix 1.

About Create

Create is the leading resource organisation for collaborative arts in Ireland. Create's mission is to lead the development of collaborative arts practice, provide opportunities for exchange and interaction that engage and benefit artists and communities, strengthen the contribution of the arts to society and encourage the creation of exceptional art that reflects and responds to our times. The organisation plays an important role in furthering public policy for the arts, as set out in Arts Council strategy, Making Great Art Work (2016-2025).

Create is held in high regard for its contribution to the development of collaborative arts. It offers leadership in thinking and ideas about current practice, and its requirements, and advocates the value of collaboration and partnership. Arts and community engagement is central to this work, sustaining a rich ecology of strategic and programmatic relationships between artists, communities, the arts sector and civil society interests. The conscientious management of the Artist in the Community Scheme is a key element, engaging diverse communities, building capacity and understanding, and enabling access and participation.

As we embark on a new strategic phase, from 2019, this busy, varied and exciting role presents the successful candidate with an opportunity to make a real contribution to the organisation's development and to its continued success in the coming years.

Function and overall purpose of the post

To advance Create's work to support artists and communities of interest and/or place realise high-quality collaborative arts practice, through ongoing professional development support, project opportunities and the development of cross-sectoral alliances and partnerships.

The Programme Manager, Arts and Engagement is a key member of the Create team and will work closely with other staff to ensure the optimum development of the field of collaborative arts in line with the organisation's strategy.

Duties and Responsibilities

Creative / Artform Development

- Develop arts engagement strategies in line with Create's strategic priorities
- Ensure Create's delivery of the Artist in the Community Scheme is to the best of professional skill and ability
- Engage diverse communities of interest and place with collaborative arts practice
- Advocate high standards and encourage innovation in collaborative arts practice
- Assist in evaluating project proposals and assessing funding applications
- Offer well-informed project and proposal advice to artists and communities
- Capture and analyse feedback on the requirements of collaborative arts practice
- Maintain a detailed knowledge and understanding of collaborative arts in Ireland and overseas, including new trends and directions
- Provide appropriate artist, artform and policy development advice and strategies

Strategic / Organisational Development

- Build strategic partnerships and alliances aligned to Create's priorities
- Sustain positive relationships with key local and national partners and stakeholders
- Disseminate and promote opportunities provided by the organisation
- Assist the Director with grant writing and identifying funding opportunities
- Represent Create externally including at events, activities, meetings and gatherings

Administrative / Other

- Undertake training as required
- Manage a programme budget and spending
- Manage relevant internships and work placements
- Maintain archives of project documentation
- Maintain a database of relevant contacts

Person Specification

As a liaison between colleagues across the organisation, diverse artists, communities and external stakeholders, the role requires significant project management abilities and communications skills combined with experience of working with collaborative and socially engaged artists and an understanding of the challenges of collaborative arts practice. Given the geographic spread of collaborative arts practice, the role will involve travel and attendance at events and performances.

Personal Qualities

- Self-disciplined, organised and self-motivating
- Ability to work in a team, contributing ideas, supporting team members and taking a lead role on projects as required
- Adaptable and receptive to new ideas and initiatives
- Ability to work under pressure and manage competing deadlines

- Excellent interpersonal skills with an ability to listen, build rapport and communicate with artists and communities at all levels
- An analyst who can identify individual issues, always aware of the big picture
- Energetic and committed to the ethos, values and ambition of Create
- Commitment to maintaining up-to-date knowledge of local, regional and national perspectives as they relate to the arts, education and culture sectors

Professional Competencies

- Ability to communicate effectively verbally and in writing
- Display a sound understanding of equality issues and ability to appreciate, value and learn from other cultures and perspectives
- Proven networking skills demonstrating the development of good partnerships with individuals and organisations
- Proven appreciation of and ambition for the role of arts and culture in communities
- Passion for contemporary collaborative and socially engaged art practices

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. It is not intended as inclusive of all duties an individual in this position might be asked to perform that may be required either now or in the future.

Terms

The Salary will be in the range €36,000-€38,500 per annum with a 6-month probationary period. There is a holiday entitlement of 23 days per annum, in addition to public holidays, and an additional 7 closed days at Christmas.

Appendix 1 - Application Process

Applications should include a cover letter, outlining why you are suitable for this role with a full CV and two named referees.

Completed applications should be submitted by email only to recruitment@create-ireland.ie with "Programme Manager, Arts and Engagement application" in the subject line.

The deadline for applications is Thursday 28 March 2019 at 5pm. Applications received after the closing date and time will not be accepted.

Interviews will be held in an accessible location in Dublin on Tuesday 9 April 2019

Create is committed to equal opportunities and diversity in its employment policy, practices and procedures.

Create is committed to respecting and protecting the privacy of applicants. We collect different kinds of personal data about prospective employees to manage the recruitment process and meet our legal obligations. It is Create's policy that this information is processed in accordance with Data Protection law. Records relating to the recruitment process will be retained for 1 year.