



PROJECT ARTS CENTRE

Project Arts Centre is Ireland's leading centre for the presentation and development of contemporary art, dedicated to protecting the independent sector and nurturing the next generation of Irish artists across all forms of the performing and visual arts.

For 50 years Project Arts Centre has played a leading role in the development of artistic practice in Dublin. Generations of artists and audiences have taken part in its programmes and some of these relationships now reach back thirty years or more. At the same time, new audiences and new artists are welcomed each year. The organisation recognises that as a contemporary arts centre it must engage with the rich array of communities and groups that make up contemporary Ireland and strives to reflect this in the diversity of its programme.

Project Arts Centre is subject to multiple planning and funding cycles (Arts Council Regularly Funded Organisations, Arts Council Project Awards, Dublin City Council Awards, and international funding agencies).

Project Arts Centre's multi-disciplinary artistic remit is supported by a multi-faceted administrative structure that supports, encourages and facilitates artists according to the requirements of their projects. Through careful management of public funding, income from the performance programme and rentals, the organisation runs a tight annual budget, balancing the cost of daily operations with forecasting for the future.

General Manager: Maternity Cover

Job Description

The General Manager will report and is responsible to the Artistic Director.

The General Manager works alongside the Artistic Director on the overall management of the business, legal and financial resources of the organisation and the efficient delivery thereof. This includes all contractual agreements with artists, companies and suppliers, financial planning and reporting; human resource management; staff development and training; management and development of IT systems; The General Manager also has responsibility for health and safety and the overall day-to-day operations of the venue.

The Artistic Director and General Manager together share responsibility for the development of the organisation, the implementation of its programmes, the supervision and training of staff and the organisation's relationship with audiences, artists, the Arts Council, other arts organisations, audience, government departments, and other cultural agencies.

ARTISTIC PROGRAMME

The Artistic Director and Curator of Visual Arts are responsible for the artistic planning of the organisation and artistic programme.

It is the General Manager's specific responsibility to generate and deploy information and all other resources needed to ensure that the organisation's artistic programme is delivered and targets are met in a consistent, methodical and professional manner. The primary responsibility is to allocate and plan all resources required for delivery of hosted Performance Programmes, Visual Art Programmes and all other events and activities.

ARTIST SUPPORTS

Together with the Artistic Director, Finance & Accounts Manager and Programme Administrator, the General Manager works to support artists through Project Arts Centre's pioneering Project Artists Initiative. Supports provided include Financial Management (including payroll, cash-flow & budget management), Administrative support (including insurance & contracts), Strategic Support, Production Support and Communications Support. The relationship between the artists and the organisation is based on open dialogue through which the optimal methods of support are determined on an ongoing basis.

OPERATIONS MANAGEMENT

Board of Directors and Membership

- Calls and manages the communication for all Directors Meetings, including correspondence with the Membership.
- Attends board meetings at the request of the Artistic Director
- Supports the Artistic Director in the delivery and preparation of all financial reporting to the Board.

Financial Management, Fundraising & Legal

Shares responsibility with the Finance & Accounts Manager for;

- Set annual budgets and targets and communication of same to all departments
- Report directly to the Artistic Director in relation to financial targets and prepare monthly and quarterly reports as well as end of year out-turn reports
- Develop and implement financial management strategies and long-term financial planning.
- Manages income and expenditure, cash flow, annual audit and annual return
- Supports preparation of grant-in-aid applications and general Fundraising
- Negotiates contracts with incoming companies and artists
- Oversee all insurance, legal and that all other requirements are met; including permits, licences and planning applications as required.

Communications/Public Affairs and Customer Care

Specific kinds of dealings are;

- Play a supervisory role in box office and FOH staff communications with the Front of House Manager
- Call regular box office and FOH meetings to address customer care issues
- Supports the Front of House Manager and Communications & Audience Development Manager in dealing with customer complaints
- Show leadership amongst all Project Arts Centre's public-facing staff

Staff Management and Human Resource Development

In consultation with the Artistic Director, the General Manager has responsibility for;

- The recruitment and supervision of staff
- Developing and implementing staff training and professional development programmes (including mentorship of JobBridge positions)
- Goal and target setting for staff and monitoring of progress and developments

Building Maintenance, Sustainability and Health & Safety

- Maintain the overall infrastructure of the building / condition of the venue and works alongside the Production Manager in drawing up and maintaining a proactive Health and Safety policy for all Project employees and for all those who use the building and its facilities.
- Ensuring that all health and safety, environmental health, trading standards and other regulations are adhered to.

DESIRED KNOWLEDGE AND UNDERSTANDING

- Experience and understanding of financial management essential
- An appreciation for contemporary arts
- An understanding of Project Arts Centre, its origins, its development and its place in the arts ecology of Dublin and beyond.
- A familiarity with national legislation and policy documents that frame the funding environment in which Project Arts Centre operates
- Experience of managing relationships with funding bodies and proven management skills
- The understanding and confidence to exercise judgements, mixing pragmatism with innovation and artistic excellence
- Experience and understanding of building/operations management, including health & safety
- Experience of Human Resources, leading and motivating a team.
- Minimum 4 years working in the cultural sector and experience/understanding of a multidisciplinary venue

Project Arts Centre Staff

There are 13 full time and 1 half-time employees as follows;

Artistic Director
Curator of Visual Arts
General Manager
Programme Administrator
Finance & Accounts Manager
Communications & Audience Development Manager
Development & Communications Officer
Production Manager
Technical Manager
Centre Technician x 2
Front of House Manager
Box Office Coordinator
Box Office Assistant
Bar Manager (Part-time)

Curatorial Assistant (Internship)
Communications Assistant (Internship)

Summary and Terms and Conditions

Salary: €35,000-€40,000 pro rata dependent on experience
Contract: From 5 September 2016 until end of maternity leave.
Notice: One months' notice on either side.
Probation: 2 weeks with notice of 2 weeks during this period
Pension: There is no company scheme but the company will facilitate payments to selected pension plan.
Holidays: 20 days each year, plus 9 days statutory Bank Holidays (pro rata)

Application Process

Applicants are invited to submit:

Detailed curriculum vitae outlining all relevant experience
A letter of application
Contact details for two professional referees

The closing date for receipt of all applications is 12pm on Wednesday 1 June 2016.
Applications will be accepted by email only and should be submitted to cian@projectartscentre.ie

The centre acknowledges applicants need for privacy and will take all necessary steps to ensure all applications and interviews are handled in the strictest of confidence.

Interviews will be held in Dublin on Monday June 20 2016.
Applicants selected for interview will be expected to make themselves available on this date.

If you require further information contact Cian O'Brien, Artistic Director:
cian@projectartscentre.ie