**Project Arts Centre**

**Project Potential Co-ordinator p/t**

Project Arts Centre is seeking a Co-ordinator for its Project Potential Programme (p/t). Project Potential is the new home for access and engagement work at Project. We are looking for someone with energy, experience, commitment and enthusiasm to support the growth of this area of work in the organisation, and to manage the daily operations involved. This work crosses all other areas of work in Project but the successful candidate will work particularly closely with the Marketing and Communications team. At this time of restrictions due to the global pandemic, we are keen to seize the opportunity to make time and space to prioritise diversity and equality. We are aware that there is no quick fix so, alongside the management of existing programmes, we would like the successful candidate to play an active role in contributing to and rolling out our next five-year plan.

Project Arts Centre is more than a venue. Built around a community of artists, audiences, members, staff, Board and other stakeholders, it is:

* A home for contemporary arts
* An artist resource
* A critical hub.

The Project Potential Coordinator will be an important member of the Project Arts Centre team who will report to directly to General Manager.

Project is an artist-led organisation. Applications are welcome from artists and all candidates with relevant experience. We would like to encourage applications by candidates from a diversity of national, ethnic or cultural groups (including, but not limited to, Asian, Black, Traveller and minority ethnic, refugees, people with disabilities, and from working-class and LGBTQI+ communities).

**DUTIES AND RESPONSIBILITES INCLUDE:**

* Build on current access and engagement programmes to extend the reach and depth of the current PAC offering in this area
* Depending on the successful candidate’s start date, they may contribute to the new PAC strategic plan (2021 – 2025) or at the very least assist in delivering, monitoring, evaluating its impact and informing change as required in the area of access, engagement, equality and diversity. This work will be undertaken in collaboration with the Marketing and Communications team, the Artistic Director and General Manager, as well as with other teams/ individual staff members and key stakeholders (e.g. Project Artists, Project People, audiences, community groups and schools, and key partner organisations such as ADI)
* Assist with the planning, budgeting, organisation and promotion of audience development and outreach programmes/ events
* Foster partnerships with key external individuals and organizations
* Contribute to PAC policies relating to access and engagement and proposals for related staff training that might be required

**TERMS & CONDITIONS:**

**Hours:** This role is currently a part-time position – 2.5 days per week. The division of the work will change from week to week and there is flexibility to work according to busy periods and quieter periods in consultation with the team and ultimately, the General Manager.

**Salary:** €30,000 **pro rata** , which works out at **€15,000 p/a** for 2.5 days per week.

**Pension:** There is no company scheme but PAC will facilitate payments to selected pension plan.

**Holidays:** 24 days **pro rata** (which works out at **12 days** p/a) including 2 days, which must be held to cover Christmas closing.

**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.