



PROJECT ARTS CENTRE

Project Potential Assistant p/t (one day p/w) – Job Description

Project Arts Centre (PAC) is seeking applications from people with a lived experience of disability, who are enthusiastic about contemporary arts and committed to improving access, for a short-term role as **Project Potential Assistant (P/T)** at Ireland's foremost Contemporary Arts Centre. Informed by our policy [Towards Equality, Diversity and Inclusion](#), the [Project Potential Programme](#) is the home for access and engagement work at Project.

Project Arts Centre is a vibrant, welcoming hub that connects artists, audiences and local communities, promoting exchange, experimentation and collaboration, and the presentation of extraordinary work that inspires and provokes. Based in Temple Bar, Dublin 2, Project Arts Centre consists of two performance spaces and a gallery. We present hundreds of performance and visual arts events to the public each year, and provide a range of supports to individual artists and companies who are part of our Project Artists initiative.

The Role:

The Project Potential programme cuts across all areas of work in Project. The successful candidate will report to the Head of Project Potential, Cathy Coughlan, and ultimately to the Executive Director, to realise a number of specific access initiatives in 2023. This is a short-term, part-time contract for 8 months, starting in late April or May 2023, depending on availability. The work will be mainly based in Project Arts Centre but there can be flexibility for some remote working. The successful candidate will assist the Head of Project Potential in growing Project's access offering to artists, audiences and communities. There will be flexibility within the role and every effort will be made to facilitate the access requirements of the chosen candidate.

Duties, Responsibilities and About the Role:

The successful candidate will assist on four specific projects as well as some more general ongoing work.

1 - Access | Getting to Project/ Moving through Temple Bar (April / May - July 2023)

- (April/ May) Research the infrastructural / social barriers for people with disabilities in the immediate area around Project Arts Centre/Temple Bar. Connect and consult with artists, organisations and audience members to gather a broad spectrum of lived experiences.
- (May/ June) Coordinate a series of informal conversations (4 meetings) with local cultural organisations to discuss access in Temple Bar. Specifically looking at available access within each building - toilets, wheelchair access, safe spaces, opening hours, accessible performances/events, contact person etc. with a view to informing a report on access in the Temple Bar area.
- (June) Complete a short report in collaboration with Head of Project Potential outlining a plan of work in the short, medium and long term.
- (July) Complete a social narrative outlining available parking, public transport routes, most accessible road surface routes etc. in getting to Project Arts Centre

2 - Project Arts Centre Open Day (August 2023)

- Coordinate interpreters and accessible materials for Project Arts Centre's second annual Open Day.

- Coordinate access for artists with disabilities programmed for the event
- Assist the Communications Dept. to ensure all Open Day communications are as accessible as possible

3 - Dublin Theatre of the Deaf | Residency Programme (September – Dec 2023)

- Coordinate basic introduction ISL training for all staff at PAC
- Assist selected artist through administration supports, documentation and evaluation of project
- Coordinate access requirements for participants on site

4 - Access Review (Nov/ December 2023)

- Full review of access programmes/accessibility at PAC in collaboration with key staff members

5 - Day to Day | Ongoing

- Consultation with artists and communities around Big Blue Badge sign up
- Assist with the coordination of accessible performances and events
- Build audiences for accessible performances and foster partnerships with key external individuals, organisations and access networks

Desired Knowledge and Understanding

Applicants should have experience and proficiency in some areas such as;

- Understanding of the social model of disability
- An awareness of recent EDI policy documents
- Basic administrative and IT skills, and the ability to adapt to new technologies
- Flexibility and the ability to manage priorities & deadlines
- Knowledge or experience of the arts and culture sector

Candidates should also be;

- A good team player
- Self-motivated
- A good timekeeper

Terms and Conditions

This is a short-term part-time position – one day p/w

The work will take place during office hours for the most part, but it could involve some occasional evening or weekend work. The hours of work are flexible and can be organised according to busy periods and quieter periods, in consultation with the Head of Project Potential.

Payment for one day per week (€30,000 pro rata)

How to apply - Please submit:

- a letter of application or audio file outlining your interest in the position and relevant experience
- an up-to-date CV and the names of two referees.

For queries about the role, contact Cathy Coughlan at cathy@projectartscentre.ie

Send your application to: jobs@projectartscentre.ie and address it FAO Orla Moloney, Executive Director. Please include the reference 'Project Potential Assistant' on your application.

Deadline: Thursday April 13th

Interviews with shortlisted candidates will take place on Thursday 20th April (morning). If you have access requirements for the interview process, which may be held on zoom or in person, please also indicate this in your application.

Project would like to encourage applications from candidates who identify within the four priority areas outlined in our TEDI policy; Sexuality and Gender Diversity; Disability; Cultural Diversity; and Socioeconomic background.

For more information, see www.projectartscentre.ie