



## **Head of Project Potential (4 days a week)**

Project Arts Centre (PAC) is seeking applications from skilled, experienced and motivated individuals to join our team at Ireland's foremost Contemporary Arts Centre.

Project 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 performances 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. We work with local communities and schools to reach new artists and develop new audiences.

Project has three performance/installation spaces in the building; The Space Upstairs (180 seats), The Cube (75 seats), The Gallery, in addition to The Bar & Upper Foyer and the Lower Foyer/Reception/Box Office area. We also have an online space, Project Portal.

Project's current strategy is heavily influenced by our policy *Towards Equality Diversity and Inclusion (TEDI)*, which gives particular consideration to four priority areas: Sexuality and Gender Diversity; Disability; Socio-Economic Background; and Cultural Diversity. Project is committed to making the necessary time and space to create inclusivity through action. The Project Potential programme is at the heart of this work. We're aiming to ensure that our artists, artistic programme and audiences reflect the contemporary society in which we are situated.

Project is a key partner in a major European Network, Europe Beyond Access, which supports, develops and presents the work of Disabled dance and movement practitioners across 10 partner organisations.

Project is a participant on The Arts Council's new ALL-IN Pilot Access Programme.

### **Job Description**

The **Head of Project Potential** (reporting to Executive Director) is a key member of the wider Project Arts Centre Team. They are responsible for the planning, delivery and monitoring and evaluation of the overall Project Potential programme as well as contributing to organisational policy and strategy, and making/ contributing to funding applications, including the annual Arts Council application and once off applications for Project Potential funding.

### **Qualities and experience required:**

The **Head of Project Potential** will have experience in working with artists, schools, and communities, and will be skilled in fostering key strategic partnerships.

The **Head of Project Potential** will have strong communication skills and the ability to interact and collaborate with teams across the organisation.

The **Head of Project Potential** will be passionate about and have significant experience in working towards Equality, Diversity and Inclusion in line with Project's TEDI policy.

The **Head of Project Potential** will have experience in working with Deaf and disabled artists and access provision for artists and audiences

The **Head of Project Potential** will have strong administration skills and ideally have experience producing the work of marginalised artists.

**Please note**, this role involves both building-based work and external liaison with groups/communities in the city. Standard office working hours are 10 am to 6pm Monday to Friday with occasional hours required in the evening and at weekends.

### **Key Responsibilities will include:**

#### **Working with Emerging Artists**

- Developing relationships with emerging artists as relates to our TEDI policy.
- Producing advice, mentorship and services for emerging artists.
- Supporting applications (e.g., bursaries & agility awards).
- Attending relevant external events
- Keeping in touch on the development of emerging scenes and alternative arts activities across the city.
- Providing feedback and reporting on engagement.
- Creating opportunities within the Project Potential programme (e.g., digital, one-off events, open calls, community programmes).

#### **Programming**

- Schools: Identifying artists and developing and delivering programming.
- Communities: Engaging with local communities through various initiatives.
- Digital: Identifying opportunities for artists to present their work on the Project Portal
- Informal Community Events: Organising and supporting events.
- Annual Open Day: Programming and coordinating activities.

#### **Developing / Delivering Access**

- Ensuring access for events and performances in Project Arts Centre
- Providing access consultation for/with other local arts organisations (e.g., Temple Bar Access Alliance, Disrupt Disability Arts Festival, The Arts Council).
- Assisting with the planning and delivery of Project's Europe Beyond Access programmes.
- Participating in The Arts Council's new ALL-IN pilot access programme on behalf of Project.

## Communities and Contacts

- Building and maintaining relationships with a wide range of communities across the city.
- Developing and delivering engagement programmes led by key contemporary artists.
- Leading on projects and programmes which support the development of new audiences from diverse communities.

## Organisational

- Preparing material for the annual Arts Council application.
- Writing reports.
- Liaising with the Production, Communications, House, and Box Office teams to ensure smooth delivery of access and Project Potential programming.
- Coordinating with the Communications team on accessible formats and communications.
- Managing budgets
- Sharing EDI information and consulting with other arts organisations as required.
- Gathering ongoing feedback around best practice in Disability Arts and EDI through formal and informal relationships.

**Salary: €38,500 pro rata** (works out at €30,800 for 4 days)

**Pension:** A company PRSA scheme is available once probation is complete

**Holidays:** 24 days p/a pro rata (this includes mandatory 4 days for closure at Christmas) & 9 days statutory Bank Holidays

### How to apply:

Letters of application to be accompanied by an up-to-date CV and the names of two referees. Send your application by email to **jobs@projectartscentre.ie** FAO Orla Moloney, Executive Director with email title PROJECT POTENTIAL APPLICATION.

Project would like to encourage applications from candidates coming from a diversity of national, ethnic or cultural groups (including, but not limited to Asian, Black, Traveller and minority ethnic, refugees, people with disabilities, working-class and LGBTQI+ artists).

### Application Deadline:

**Monday 31<sup>st</sup> March by 5pm** – late applications will not be considered

### Interviews:

Interviews will be held at a citycentre location on **Thursday 10 April**

We would anticipate the successful candidate would take up the role in early May subject to notice period.

For more information, see [www.projectartscentre.ie](http://www.projectartscentre.ie)