

Issue date: Wednesday, 11th November 2020

Siamsa Tíre, The National Folk Theatre of Ireland Visual Artist - Christmas Project (Temporary) Recruitment Pack

Contract: Fixed Term to 11th December 2020

Pay: €25 per hour

Hours: Average a minimum of 16 hours per week.

Line Management: Reporting to the Marketing Manager. The employee may work alongside other staff, volunteers and work experience students from time to time.

Visual Artist - Christmas Project (Temporary)

Siamsa Tíre requires a visual artist to prepare and paint a prominent shop window in the town of Tralee. They will work closely with the Marketing Manager and team to devise an appropriate visual representation of Siamsa Tíre to help remind potential customers of what Siamsa Tíre represents to the town.

There are two objectives for this artwork:

1. provide some festive cheer in an appropriate way to help support the people and the town in these difficult times,
2. remind potential audiences of the identity and benefits of Siamsa Tíre so they in turn may support their local arts and cultural centre.

The artwork will be visually impactful representing the identity and cultural roots of Siamsa Tíre and the artistic programme.

Reporting to the Sales and Marketing Manager, the artist will liaise internally across the organisation if required with colleagues in Administration, Marketing, Building Facilities, Technical, Artistic Programming, as well as liaise externally with required partners.

The Artist holds the following responsibilities:

1. Project management:

- Prepare and deliver a project plan to include development of concept proposals, equipment and materials purchase, preparation of the display space, completion of the artwork and clearing of the display space,
- Provide regular updates of progress of project,
- Complete the artwork on site by December 5th 2020.

2. Brand management:

- Develop familiarity with Siamsa Tíre's vision, mission and brand identity through review of corporate materials,
- Prepare two concept design options that communicate Siamsa Tíre's vision, mission and brand identity within the context of the festive season,
- Ensure that the final visual window display includes the necessary brand material including website details.

3. Marketing and Promotion:

- Document the project over the course of delivery and provide the images/ videos to the marketing team for the purposes of marketing and promotion in advance of completion,
- Facilitate press reporting with photos or interviews as may be required.

4. Budgeting & finance:

- Maintain compliance with company Financial Controls: Policies and Procedures,
- Contribute to budgeting processes for the project as required,
- Adhere to any assigned budgets.

5. External liaison:

- Liaise with property owners and suppliers and negotiate on goods, services or terms and conditions.

6. Other Duties and Obligations:

- Adhere to staff policies and procedures as set out in the employee handbook,
- Act as an ambassador and advocate in representing the company,
- Adhere to procedures relating to the proper use and care of information, equipment and materials for which the role has responsibility,
- Undertake any other duty as may be required.

Candidate Skills and Attributes:

Essential:

- A proven proficiency with visual arts practice.
- The ability to work on own initiative.
- Reliability, flexibility, and congeniality in a team environment.
- The ability to independently plan ahead and manage time and meet deadlines.
- Self-motivated with a high degree of initiative to pre-empt potential problems, troubleshoot and implement appropriate solutions.
- Excellent organisational skills.
- Excellent interpersonal and teamwork skills.
- A calm, assured, clear and diplomatic approach to communication.

Desirable:

- A relevant qualification
- An affinity with and appreciation of folk and traditional arts
- Familiarity with email & general computer literacy

Contract Terms Offered:

This is a temporary seasonal role until 11th December 2020. Salary level is set at the Full Time Equivalent rate of €52,000 per annum payable on a pro rata basis i.e. €25 per hour for 16 hours per week. While the role is anticipated to average a minimum of 16 hours per week, flexibility on hours is an integral requirement of the role e.g. project delivery may require multiple consecutive days work for which paid Time Off in Lieu will be provided. A probationary period will apply. The company facilitates flexi-time working for back-office work and is currently facilitating remote working for staff where possible to protect against the spread of COVID-19. The position may be subject to Garda and reference checks.

Recruitment Process:

Candidates will be assessed and scored against the requirements of the role as described and against the skills and attributes sought for the role. Candidates should therefore ensure that the information provided in

their applications clearly demonstrates their suitability against the requirements – please do include visual examples and project reports for previous work completed as part of your application.

Within one week of the closing date for applications, shortlisted candidates will be invited to virtual interview and candidates who have not been selected for interview will be informed that they were not selected. A second interview may be scheduled in the case of close scoring of two or more candidates.

It is likely with current restrictions that interviews will be virtual.

Before the company considers making an employment offer to an applicant, we will require the contact details of two referees including both phone and email addresses. These can be provided by you upfront on your original application or, if you prefer, requested from you after your interview. These referees must be able to vouch and account for your professional expertise and experience specifically as it relates to the role that you have applied for. The referees will also be asked questions relating to your trustworthiness, reliability, and character.

The company reserves the right to form a panel of qualified candidates or not to appoint to the role from the applications received.

Applications:

The deadline for applications is 5pm, Monday 16th November 2020.

Applications should be emailed to: marketing@siamsatire.com. Hard copy materials and applications will **not** be accepted.

Applicants must send an email with the words **Visual Artist - Christmas Project Application** in the subject line of the email and must attach:

- a. No fewer than 3 and no more than 5 samples of representative previous artwork
- b. a CV which demonstrates how your qualifications and professional experience meets the job and skills requirements.

Siamsa Tíre is deeply grateful for the grant funding and business sponsorship that has been provided in 2020

