

**Issue date: Monday, 14<sup>th</sup> September 2020**

## Siamsa Tíre, The National Folk Theatre of Ireland Creative Learning Assistant (Temporary) Recruitment Pack

**Contract:** Fixed Term to 31<sup>st</sup> March 2021

**Pay:** €15.00 per hour

**Hours:** Average a minimum of 14 hours per week. The hours may vary according to the operational needs of the business and work may involve day/evening/weekend attendance. Flexibility on hours is an essential requirement of the role e.g. project delivery will require multiple consecutive days work for which Time Off in Lieu will be provided.

**Line Management:** Reporting to the Executive Director or other such person as may be assigned by the Executive Director. The employee may work alongside staff, volunteers and work experience students from time to time.

### Creative Learning Assistant (Temporary) Job Description

The Creative Learning Assistant strengthens our connection with schools, local communities and partner organisations to ensure that people of all ages can engage with our creative learning programmes as participants, creators and co-creators.

This is a temporary employment contract to enhance organisational capacity until 31st March 2021 while Siamsa Tíre develops its new strategic plan.

Engaging people with Irish Folk Culture, sharing and passing on our own creative skills, our approach and our expertise as well as learning from others and providing a home for communities to gather, learn, participate and create together is the deepest root of our mission.

Our creative learning programmes intertwine with both our hosted events and our in-house productions. Guest artists and groups connect to our local communities through our creative learning activities and they use Siamsa Tíre to meet or deliver their own education and outreach programmes. Our participatory in-house productions are cast from the alumni from our Folk Theatre Training Academy and some go on to pursue professional careers with us and elsewhere nationally.

The Creative Learning Assistant is responsible for supporting the Executive Director and the Artistic Director in working closely with the formal and informal education sector and delivering a range of creative learning, participation and development programmes as required including, for example, education and outreach activities and community participation opportunities arising from our in-house or hosted events, schools and targeted community group engagement, youth arts and creativity, and talent development.

Reporting to the Executive Director, the Creative Learning Assistant is an important role within a busy team, requiring internal liaison across the organisation in Administration, Marketing, Hospitality, Building Facilities, Technical, Artistic Programming, and in-house Productions as well as external liaison with our customers, clients, funders, programme partners and service providers.

The Creative Learning Assistant holds the following responsibilities:

#### 1. Programme Delivery:

- Assist with programme delivery across the organisation's Creative Learning programmes. Our existing Creative Learning activities currently include:
  - Folk Theatre Training Academy

- Traditional Arts Outreach and Education
  - Our traditional arts classes, workshops, group practice and performance showcases are provided for:
    - children and young people aged 7-18 on an extracurricular basis
    - children and young people in their educational setting as part of their formal school curriculum
    - adults at beginner, intermediate and advanced level
  - Folk Theatre Archive
  - The Homecoming visitors centre (in development)
  - Free Radicals Youth Theatre
  - Arts-in-education schools programmes
  - Local Creative Youth Partnerships
  - Work experience placements
  - Professional arts development internships
  - Volunteer programme
  - Artist residencies
  - Artist mentorship and in-kind support
- Develop new Creative Learning projects in line with the Strategic Plan that reach new communities and audiences.
- Administer programme content of Creative Learning projects, creating efficient project plans, liaising with project personnel, creating supporting materials as appropriate.
- Liaise and build good relationships with our local community and education sector and other key stakeholders.
- Undertake research and mapping as required to ensure that Siamsa Tíre Creative Learning activity responds to need and complements the work of other providers.

## 2. In-House Productions:

- Support the Artistic Director in devising and developing opportunities for the integration of Creative Learning activities to in-house productions and vice versa.

## 3. Hosted events programme:

- In conjunction with the Executive Director and Gallery Co-Ordinator, devise and develop opportunities for the integration of Creative Learning activities to hosted events and vice versa.

## 4. Budgeting and finances:

- In conjunction with colleagues, identify and prepare applications for potential new sources of funding for Creative Learning programmes.
- Assist with the preparation and management of the approved annual departmental budget for Siamsa Tíre's Creative Learning programmes.
- Adhere to the company's Financial Policies, Procedures and Controls including procurement policies and purchase order systems.
- Liaise with the Finance Officer on a monthly basis to maintain the accurate financial position on assigned budget performance and projections.
- Monitor regular contracts for costs savings and identify potential alternative approaches or alternative suppliers which may offer better value for money.

## 5. Compliance:

- Support the Company's Child Protection Officer with their responsibility for the implementation of Siamsa Tíre's Children and Vulnerable Adults Safeguarding Policy for all our activities.

- Administer National Vetting Bureau applications for staff and contractors working with young people on behalf of Siamsa Tíre as required.
- Undertake and update formal risk assessments for all LPD activities and communicate and oversee implementation of the necessary mitigation measures with relevant personnel.
- In conjunction with relevant staff, adhere to, monitor, and (where agreed necessary) update the venue's relevant Standard Operating Procedures (SOPs) and any other staff training and monitoring material as required to ensure compliance with regulations or best practice.
- Ensure that freelance artists and partners engaged by Siamsa Tíre for Creative Learning programmes receive appropriate and timely contract agreements, and that their invoices are processed in line with the organisation's financial processes.
- Ensure that effective monitoring and evaluation systems for all Creative Learning activity are in place and regularly updated / maintained and that all funder reports for Creative Learning activities are accurate and submitted as required.
- Maintain clear and orderly records, systems, and audit trails to ensure transparent and documented compliance with relevant legislation for company including employment, health & safety, child protection, data protection, insurance, licencing, financial and charity regulations, and audit requirements.
- Abide by, support, and implement the company's policies and procedures.
- Ensure that policies and procedures are adhered to by any staff or contractors under their supervision.

## 6. Marketing and communications:

- Contribute to the development and provision of marketing materials to the Sales & Marketing team for all Creative Learning activities, including writing effective copy and providing content for social media and website.

## 7. External liaison:

- Liaise with programme partners on Creative Learning activity.
- Liaise with contractors and suppliers of goods and services as required.
- Liaise with clients to ensure smooth event operations.

## 8. Other Duties and Obligations:

- Act as an ambassador and advocate in representing the company.
- Attend and contribute to operations or staff meetings as may be required.
- Adhere to policies and procedures as set out in the employee handbook or other such staff circulars.
- Adhere to procedures relating to the proper use and care of information, equipment and materials for which the role has responsibility.
- Participate in training and development programmes/courses to maintain and improve performance and to assist in identifying self-training and support needs.
- Participate and work within a performance management development system.
- Undertake any other duty as may be required and set by the Executive Director.

## Candidate Skills and Attributes:

### Essential:

- Professional experience of the formal or informal education sector;
- An affinity with and appreciation of folk and traditional arts;
- An understanding of contemporary arts practice and creative learning, participation and engagement programmes;

- Reliability, flexibility, and congeniality in a team environment;
- The ability to independently plan ahead and manage time, meet deadlines and multi-task under pressure;
- **The capacity to make concessions to plans and contingency arrangements for the changing circumstances of COVID-19.**
- Self-motivated with a high degree of initiative to pre-empt potential problems, troubleshoot and implement appropriate solutions;
- Excellent organisational skills;
- Excellent communication, interpersonal and teamwork skills;
- A calm, assured, clear and diplomatic approach to communication;
- An excellent track record in customer service;
- Good literacy and numeracy skills;
- Familiarity with Microsoft Outlook, Word, Excel, & general computer literacy.

#### Desirable:

- A relevant qualification (e.g. primary or secondary teaching, community development, youth arts, arts management).

## Contract Terms Offered:

This is a temporary role to enhance organisational capacity until 31<sup>st</sup> March 2021. Salary level is set at the Full Time Equivalent rate of €31,200 per annum payable on a pro rata basis i.e. €15 per hour for 14 hours per week. While the role is anticipated to average a minimum of 14 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 Time Off in Lieu will be provided. A four-month 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 is 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.

Within four weeks of the closing date for applications, shortlisted candidates will be invited to 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.

Expenses for attendance to first interviews will not be covered. Reasonable expenses for attendance to second interviews may be covered with prior agreement.

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 **Monday 12<sup>th</sup> October 2020 at 5pm**

Applications should be emailed to: [admin@siamsatire.com](mailto:admin@siamsatire.com). Hard copy materials and applications will **not** be accepted.

Applicants must send an email with the words **Creative Learning Assistant Application** in the subject line of the email and must attach:

- a) a cover letter which gives an insight into your values and your approach to your work.
- b) a CV which clearly 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 by:*



An Roinn Cultúir,  
Oidhreacht agus Gaeltachta  
Department of Culture,  
Heritage and the Gaeltacht



BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ  
KERRY EDUCATION AND TRAINING BOARD

