

Issue date: Thursday, 17th September 2020

Siamsa Tíre, The National Folk Theatre of Ireland Gallery Exhibitions Co-Ordinator (Temporary) Recruitment Pack

Contract: Fixed Term to 31st March 2021

Pay: €25.50 per hour

Hours: Average a minimum of 8 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. exhibition installations will require multiple consecutive days work for which Time Off in Lieu will be provided.

Line Management: The Gallery Exhibitions Co-Ordinator will report to Executive Director. The Gallery Exhibitions Co-Ordinator may work alongside staff, volunteers and work experience students from time to time.

Gallery Exhibitions Co-Ordinator (Temporary)

The Gallery Exhibitions Co-Ordinator is responsible for the logistical delivery of four gallery exhibitions and their accompanying visual arts education programmes until March 2021 and may contribute to the programming and planning of future gallery exhibitions where necessary.

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

Siamsa Tíre's arts and cultural programmes aim to achieve the objectives set out in our Strategic Plan by exploring, preserving, developing and celebrating Irish Folk Culture as living heritage through artistic and cultural programmes as The National Folk Theatre of Ireland.

As the living cultural heritage and the creative and community life of rural Ireland, Irish Folk Culture continually responds to, evolves with, and shapes the people and communities who inhabit it and who are inspired by it.

Our arts and culture programmes are designed to reflect an inclusive, responsive, and contemporary approach to the rich and varied cultural heritage and creative life of rural Ireland.

Through our programmes, we share our stories and expertise, we learn from others and we invite our guests to share their skills and stories with us and with the wider world.

- Sharing our stories - in-house productions, co-productions and commissions
- Sharing expertise - creative learning, participation and development programmes
- Welcoming guest stories – hosted events from local, national and international artists and groups

The Gallery Exhibitions Co-Ordinator assists with ensuring that we achieve this mission through support for our hosted visual art exhibitions from local, national and international artists and groups and our creative learning, participation and development programmes in the visual arts.

Reporting to the Executive Director, the role requires positive internal liaison across the organisation with colleagues in Administration, Marketing, Hospitality, Building Facilities, Technical, and Artistic Programming as well as external liaison with our community of artists, audiences, grant funders, programme partners and service providers.

The Gallery Exhibitions Co-Ordinator holds the following responsibilities:

a) Exhibitions:

- Act as Siamsa Tíre's main point of contact for visual artists, including incoming enquiries for future exhibitions.
- Project manage exhibitions and displays; manage the project's schedule, critical path, contracts, meetings, action assignments, and establish and monitor key milestones and deadlines including post-exhibition debriefs and evaluations where necessary.
- Manage the logistics and practical installation of exhibitions including artist liaison, technician supervision, installation materials, courier arrangements, hotels/per diems.
- Undertake condition reports for artworks arriving to Siamsa Tíre for exhibition.
- Ensure that detailed packing lists are in place for all exhibitions.
- Monitor the condition of exhibition galleries and displays, ensuring that they are maintained to optimal standards throughout the exhibition, taking any corrective action necessary.
- Maintain the exhibition sales register.

b) Creative Learning, Participation and Development:

- Assist with the delivery of engagement programmes that create opportunities for audiences to engage with Siamsa Tíre's exhibitions and visual arts programme, including online.
- Develop and deliver information or interpretation content in support of Siamsa Tíre's exhibitions and projects including visitor information, catalogue material and online content.
- In conjunction with the Executive Director, work with local stakeholders to contribute to the strategic development and enhancement of local visual arts resources and practice.
- Work with local community groups and arts hobbyists to integrate professional visual arts practices into their activities.

c) Budgeting and financial management:

- In conjunction with colleagues, identify and prepare applications for potential new sources of funding for gallery programmes.
- Assist with the preparation and management of the approved annual departmental budget for Siamsa Tíre's gallery exhibition programmes.
- Comply with 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 any assigned budget performance and projections.
- Monitor actual spend against budget on an ongoing basis, account for divergences from budget, revise financial projections for operations and update on a monthly basis.
- Monitor regular contracts for costs savings and identify potential alternative approaches or alternative suppliers which may offer better value for money.

d) Compliance:

- Where necessary, secure adequate nail-to nail insurance for artworks travelling to Siamsa Tíre for exhibition and ensure compliance with any insurance terms and conditions.
- Undertake and update formal risk assessments for all gallery 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 gallery 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 gallery activity are in place and regularly updated / maintained and that all funder reports for gallery 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 line management.
- Ensure compliance with funder's financial requirements for core or project funded programmes.

e) Promotion & Marketing:

- Secure usage permissions for images or videos.
- Assist the Sales & Marketing Manager in the production and distribution of opening night invitations and exhibition catalogues, as necessary.
- Assist the Sales & Marketing Manager with drafting press releases and organising publicity photoshoots to promote the exhibitions in an effective and timely manner.
- Assist the Sales & Marketing Manager with to devise and implement an appropriate promotion and marketing plan for each gallery project, including online engagement.
- Assist the Sales & Marketing Manager to develop an exhibition identity if required, with design, guides and curatorial texts.

f) External Liaison:

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

7. Other Duties and Obligations:

- Attend and contribute to operations or staff meetings as may be required.
- 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.
- 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 from time to time by the Executive Director.

Candidate Skills and Attributes:

Essential:

- Previous experience in delivering exhibitions and / or visual arts education programmes,
- A keen eye for exhibition layout and presentation,
- The ability to independently plan ahead and manage time, meet deadlines and multi-task under resource constraints,
- **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,
- Reliability, flexibility, and congeniality in a team environment,
- Excellent organisational skills,
- Excellent communication, interpersonal and teamwork skills,
- A calm, assured, clear and diplomatic approach to communication both verbally and in writing,
- An excellent track record in customer service,
- Excellent literacy and numeracy skills,
- An affinity with and appreciation of folk and traditional arts,
- An understanding of contemporary arts practice and creative learning, participation and engagement programmes,
- Familiarity with Microsoft Outlook, Word, Excel, & general computer literacy.

Desirable:

- A relevant qualification (e.g. visual arts, arts education, arts administration).

Contract Terms Offered:

This is a temporary employment contract to enhance organisational capacity until 31st March 2021. Salary level is set at a Full Time Equivalent rate of €53,040 per annum payable on a pro rata basis i.e. €25.50 per hour for 8 hours per week. While the role is anticipated to average 8 hours per week, flexibility on hours is an essential requirement of the role e.g. exhibition installations will 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 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.

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.

Expenses for attendance to first interviews will not be covered.

A second interview may be scheduled in the case of close scoring of two or more candidates.

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 12th October 2020 at 5pm**

Applications should be emailed to: admin@siamساتire.com. Hard copy materials and applications will not be accepted.

Applicants must send an email with **Gallery Exhibitions Co-Ordinator 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 meet the job and skills requirements.
- c) catalogues or samples of exhibitions which you have previously delivered and / or visual arts education programmes that you have delivered.

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

