

## **APPLICATIONS INVITED**

### **PROJECTS MANAGER -Arts Audiences**

Arts Audiences is a partnership project of The Arts Council/An Chomhairle Ealaíon and Temple Bar Cultural Trust which works to build capacity in the arts in audience development and audience-related services. The project works across all artforms and is currently based in Temple Bar. The location of the project may be subject to change.

**Arts Audiences is seeking to recruit a member of the team** to join Director Una Carmody as **Projects Manager**, working on all aspects of the initiative, but with specific responsibility to deliver programmes which enable arts organisations to reach and engage with audiences. In 2014-2015 these will include training programmes for arts organisations; industry events and tailored initiatives; event management and planning; budgeting and reporting and evaluation.

Reporting to the Director the Project Manager will be responsible for the delivery, with third parties, of programmes, many of them event-based (e.g. training days and programmes), as well as overseeing the dissemination of information and learning of programmes into the sector broadly.

The successful candidate will be appointed for one year initially, with the possibility of extension. The position will be subject to a detailed programme of work, and the time commitment, which may involve concentrated periods of activity, will be based on agreed outcomes. As a guide, the position will involve approximately 3 days work per week, but the commitment will vary from time to time and there are periods where the position will involve a full-time commitment, and a high degree of flexibility is required. This salary for this part-time position has been set at 24,000 euro per annum.

### **CANDIDATE**

The person appointed will be;

Conversant with the arts in Ireland with extensive knowledge of the arts landscape

Experienced in managing events in all their aspects, including the recruiting of participants and assessment and follow-up

An exceptional administrator with skills in budgeting, financial management; reporting and presentation

Experienced in training and development initiatives

Have a good working knowledge of marketing practice in the arts, including new media marketing

Capable of demonstrating a proven track record of working on their own initiative to deliver agreed outcomes

## **DETAILS**

If you would like to find out more about Arts Audiences, the website is [www.artsaudiences.ie](http://www.artsaudiences.ie).

If you would like to be considered for this position, please send a CV detailing relevant experience and qualifications, and a one-page covering letter to [ucarmody@templebar.ie](mailto:ucarmody@templebar.ie) no later than **5pm Friday March 7<sup>th</sup> 2014**. **Interviews for the position will take place on Thursday March 20<sup>th</sup> 2014**.

**ENDS**