



Head of Circus Street Arts and Spectacle

Role Profile

A. Details

Position:	Head of Circus Street Arts & Spectacle
Grade:	Higher Executive Officer
Whole Time Equivalent:	2.5/3 days per week
Reports to:	Arts Director

B. Department & Role Overview

The Arts Council /An Chomhairle Ealaíon is the Irish government agency for developing the arts. We work in partnership with artists, arts organisations, public policy makers and others to build a central place for the arts in Irish life. The Arts Council is guided by its Strategy “**Making Great Art Work**”.

We set policy to ensure that all of our funding is spent strategically, that all of our actions reflect the long-term interests of the public and that all of our decisions are transparent and fair. We aim to have policies which are current and relevant and which reflect our role as an expert agency in the arts. Further information on the Arts Council is available at www.artscouncil.ie.

Reporting to the Arts Director, the Head of Circus Street Arts and Spectacle Arts leads all elements of the Arts Council’s policy formulation, development initiatives, grant and relationship management in this team; manages and motivates the team; manages contracts and related procurement processes, collaborates with the Arts Director, the departmental management team and other staff in the implementation of specific cross-organisational projects to deliver the objectives of Making Great Art Work.

C. Key Responsibilities

As Head of Circus Street Arts and Spectacle Arts will:

- Lead and manage all elements of the Arts Council’s policy formulation, development

initiatives, grant and relationship management, in Circus Street Arts and Spectacle to deliver the Arts Council strategic objectives and corporate plan;

- Provide expertise and intelligence to lead on development of policy and strategy in the area of Circus Street Arts and Spectacle, drawing on practices nationally and internationally;
- Have a knowledge of policy and programming approaches and developments in Circus Street Arts and Spectacle;
- Establish, develop and manage key (funding) relationships in your area;
- Deliver funding rationale and recommendations;
- Manage the budget for your area;
- Design a budget strategy for your arts area;
- Develop and implement agreed initiatives/programmes that will support the development of the arts area.

As a Manager

- Provide on the job up-skilling and training opportunities as appropriate;
- Manage multiple work streams while delegating effectively;
- Foster strong working relationships across the organisation;
- Drive the values, vision and mission of the Arts Council;
- Actively contribute to the delivery of the Arts Council's strategic goals and the ten year strategy Making Great Art Work;
- Strive to develop and implement ways of working effectively to meet objectives;
- Be flexible and willing to adapt, positively contributing to the implementation of change;
- Take responsibility and be accountable for the delivery of agreed objectives;
- Lead project teams by example, coaching and supporting individuals as required;
- Identify and provide on the job up-skilling and training opportunities to team members as appropriate;
- Set clear and effective objectives for the team in line with the overall Arts Council goals and strategy;
- Successfully manage a range of different projects and work activities at the same time;
- Delegate work effectively, providing clear information and evidence as to what is required;
- Practice and promote a strong focus on delivering high performance and service delivery;
- Contribute to strategic decision-making where required;
- Create and maintain collaborative internal and external relationships;
- Make clear and timely decisions on important issues as required;
- Such other duties as may reasonably be assigned from time to time by the Head of the Section/Department;
- Any other duties appropriate to the Grade that may be assigned from time to time.

D. Skills Knowledge and Experiences

Essential

- A minimum of five years relevant experience working in Circus Street Arts and Spectacle and/or across a range of art form/practice areas over that period;
- A demonstrable commitment and interest in the development of Circus Street Arts and Spectacle;
- An understanding of the policy environment for arts development, in particular for Circus Street Arts and Spectacle and its related areas;
- An understanding of the key strategic issues relevant to arts development in the current environment;
- An ability to think analytically and communicate complex ideas clearly and effectively;
- Good interpersonal skills, including an ability to listen and negotiate;
- Evidence of experience/ability in strategy development and implementation;
- Evidence of experience/ability in managing funding and other client relationships;
- A commitment to high standards of public service.

Desirable

- The ability to communicate through the Irish language, both verbal and written, desirable;
- Experience working in an international environment, particularly in a theatre context;
- A full driving license.

E. Qualifications:

The successful candidate will ideally be academically strong with at least a primary degree, and preferably a post-graduate or professional qualification in a relevant area.