



Head of Arts Centres

Role Profile

A. Details

| | |
|-----------------------|---------------------------------|
| Position: | Head of Arts Centres |
| Grade | Higher Executive Officer (HEO) |
| Whole time equivalent | Full-Time – 5 days per week |
| Reports to: | Arts Director - Performing Arts |
| Duration: | Permanent |

B. Department & Role Overview

Arts centres are full-time, public-facing, professionally-managed, building-based organisations. They support the creation, presentation and mediation of the arts across a range of art forms and arts practices. They support professional, collaborative, voluntary and amateur arts practice.

Creating connections between the arts and the public and supporting the development and production of work by artists are the defining characteristics of the work of Arts Council-supported arts centres.

Many arts centres were built and funded by local government and supported through central government capital schemes. The Arts Council works closely with local authorities in co-ordinating strategic objectives. Support provided to arts centres by local authorities and the Arts Council is critical to ensuring that a stable and vibrant network can be maintained. The Head of Arts Centres has responsibility for the development and implementation of arts centre policy and strategy. The team comprises an officer and a part-time assistant and retains the services of an adviser. The post-holder is also responsible for a number of developmental initiatives including but not limited to, Night Time Economy and public engagement strategies.

Reporting to the Arts Director for the Performing Arts, the Head of Arts Centres will work closely across all art forms and practices.

The Head of Arts Centres manages all elements of the Arts Council's policy formulation, development initiatives, grant and relationship management in this team; manages and motivates their 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 the Arts Council's strategy Making Great Art Work.

C. Key Responsibilities

As Head of Arts Centres:

- To lead and manage all elements of the Arts Council's policy formulation, development initiatives, grant and relationship management, in arts centres to deliver the Arts Council strategic objectives and corporate plan;
- Provide expertise and intelligence to lead on the development of policy and strategy in the area of arts centres, drawing on practices nationally and internationally;
- Remain fully aware of and expert in policy and programming approaches and developments in arts centres;
- Establish, develop and manage key (funding and non-funding) relationships in your area;
- Deliver a funding rationale and recommendations;
- Design a budget strategy for your areas of responsibility;
- Manage the budget for schemes related to arts centres and any other budgets as required;
- Develop and implement agreed initiatives/programmes that will support the development of your areas of responsibility.

As a Manager:

- Drive the values, vision and mission of the Arts Council through actively contributing to the delivery of the Arts Council's strategic goals and the ten year strategy Making Great Art Work;
- Identify and provide on the job up-skilling and training opportunities to team as appropriate;
- Create and maintain collaborative internal and external relationships;
- Foster strong working relationships across the organisation;
- 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;
- Set clear and effective objectives for the team in line with overall Arts Council goals and strategy;
- Successfully manage a range of different projects and work activities at the same time;
- Practice and promote a strong focus on delivering high performance and service delivery;
- Contribute to strategic decision-making where required;
- Make clear and timely decisions on important issues as required;
- Such other duties as may reasonably be assigned from time to time by the Director of Performing Arts;

- 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 arts centres management and/or across a range of art form/practice areas over that period;
- A demonstrable commitment and interest in the development of arts centres;
- An awareness and knowledge of current Arts Council policies and strategies, as expressed in Making Great Art Work and Arts Centre Policy and Strategy 2019;
- An understanding of the policy environment for arts development, in particular for arts centres 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;
- An ability to speak in public both in person and on-line;
- 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

- Experience working in an international environment;
- A full driving licence;
- Ideally have Irish language, verbal and written skills, although this is not a prerequisite for the role.

D. 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.