



## Circus, Street Arts & Spectacle Assistant (Part-time)

### Role Profile

#### A. Details

Position:	Assistant - Circus, Street Arts & Spectacle Assistant
Grade	Clerical Officer (CO)
Whole time equivalent	Part-time - 0.5 (equivalent to 2.5 days a week)
Reports to:	Head of Circus, Street Arts & Spectacle
Duration:	Permanent

#### B. Department & Role Overview

The Circus, Street Arts & Spectacle (CSAS) Assistant will play a crucial role in the day-to-day and strategic operations of the CSAS team. They will provide clerical support to deliver the Arts Council Corporate Plan in support of strategic objectives.

#### C. Key Responsibilities

##### POLICY & STRATEGY

- Support team policy initiatives, e.g. set up meetings, take minutes of meetings, liaise with external 3rd parties, research history of funding relationships etc;
- Provide information to feed into the mapping of the arts profile for your area/s;
- Provide clerical support as required to advocacy initiatives.

##### FINANCIAL SUPPORTS /FUNDING RELATIONSHIPS

##### Funding applications

- Action tasks in CRM team's queues (e.g. assign application and assessments etc.);
- Monitor assessment progress in CRM by using appropriate advanced find;
- Provide assistance, as required, to the Executive Officer (EO) with regards to liaising with the Adviser/s to ensure inputs to assessments run smoothly.

##### Enquiries

- Be the first point of contact for your artform/practice areas on funding/general enquiries via phone/email;
- Action funding application enquiries e.g. closing dates, application forms etc: log in CRM as appropriate (i.e. resolve on first contact or assign to appropriate team member);
- Direct technical queries to ICT support within Corporate Services;
- Provide other arts area advice as appropriate;
- Record enquiries on CRM as appropriate – generate suggestions as to how to continuously update team based web pages e.g. FAQs, How To guides;

- Identify queries that you can answer, those to be referred to other organisations and those that require further research by you and revert to public/artist/organisation.

#### **Panels**

- As required, attend panel meetings in your areas, to support the smooth running of Panel Meetings. Provide cover to other teams, as required;
- As required, provide assistance to the Head of team in the absence of the EO in responding to requests from applicants for written feedback from panel meetings, according to a new protocol;
- Liaise with Head of Team, to ensure that list of panellists for teams are up to date in CRM;
- Payments;
- Direct enquiries on payments to OLS in first instance;
- Liaise with Corporate Services as required, to ensure smooth operation of payments.

#### **Monitoring funding relationships**

- Pull reports as required to support monitoring funding relationships.

#### **General**

- Become proficient in all standard procedures and systems as appropriate to role;
- Collaborate with other Arts Department Assistants and team members, where appropriate, in identifying, agreeing and applying consistent processes and systems that maximise efficiency;
- Provide cover for other Arts Team / Department Assistants as required;
- Actively participate as a team member with suggestions to continuously improve the funding process and service to the public, artists and organisations;
- Provide clerical support as required to partnership initiatives.

#### **ARTS TEAM**

- Provide inputs to team work planning to ensure sufficient resources available to maintain smooth operation of work of relevant arts areas.

#### **CORPORATE**

- Participate in project team(s) on specified projects driven by Strategic Development Department;
- Collate information from CRM related to arts areas, to support strategic projects;
- Support the team on FOI requests through pulling out documents/files;
- Provide training and support to new team members;
- Provide cover to other Sections/Departments as required.

### **D. Skills Knowledge and Experiences**

- A proven record of excellent administration skills;
- Excellent general office skills and a working knowledge of relevant Arts Council ICT systems including Word, Excel, CRM and Online Services;
- Very organised in prioritising and processing work including record keeping and filing systems;
- A commitment to high standards of public service;

- Flexible and enthusiastic in the context of a busy and demanding workplace;
- An ability to anticipate needs, to work effectively as a member of a team and work on her/his own initiative;
- A willingness to contribute positively to the building of a new team and effective ways of working;
- Familiarity with office systems - Word, Excel, PowerPoint, virtual meeting applications – desirable;
- Excellent verbal communications skills and be confident dealing with both internal and external customers;
- The ability to communicate through the Irish language, both verbal and written, desirable.