



Circus, Street Arts & Spectacle Officer (Part-time)

Role Profile

A. Details

Position:	Arts Officer - Circus, Street Arts & Spectacle
Grade	Executive Officer (EO)
Whole time equivalent	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) Officer will play a crucial role in the day to day operations of the CSAS team. To provide administrative support and co-ordinate activities related to Arts Centres and Venues in realising the Arts Council’s strategy Making Great Arts Work. The arts officer will be expected to use their own initiative in analysing and interpreting data and suggesting / realising initiatives related to CSAS as a means of improving the Arts Council’s service to the sector.

C. Key Responsibilities

POLICY & STRATEGY

- Provide overall project management and administration support on policy development initiatives;
- Co-ordinate all information to feed into the mapping of the arts profile for your area/s;
- Provide statistics, research information as required;
- Invite participants to focus groups, organise meetings and events, take minutes;
- Design, review and maintain relevant website content.

FINANCIAL SUPPORT /FUNDING

Funding Applications

- Monitor queues in CRM, as appropriate, and distribute tasks as necessary;
- Liaise with artform/practice area advisers to ensure inputs to assessments run smoothly.

Payments

- Assist Head of Team with Drawdown Schedules and payments as required;
- Assist Head of Team with Arts Activity Reports in the AAR portal;
- Set up purchase orders for non-funding payments as required.

Panels

- Attend part of panel meetings for purpose of recording minutes of decisions, as required, and recording these into CRM;
- Respond to requests from applicants for written feedback from panel meetings, according to a new protocol.

Minute taking

- Provide minute taking support to Head of Team as may be occasionally required and record any meeting minutes in CRM against appropriate record.

General

- Become proficient in all standard procedures and systems;
- Collaborate with other Arts Department Officers and team members, where appropriate, in identifying, agreeing and applying consistent processes and systems that maximise efficiency;
- Actively participate as a team member with suggestions to continuously improve the funding process and service to the public, artists and organisations;
- Prepare newsletter text if required.

Monitoring funding relationships

- Liaise with Head of artform/practice areas to ensure OLS based monitoring reports provided by funded organisations are accorded appropriate 'status' e.g. noted, issues raised/progressed, signed off;
- Arrange meetings with client organisations;
- Arrange, manage and attend sectoral meetings as required.

Enquiries

Support designated artform/practice area queries (and also support other areas) as appropriate to include:

- Provide cover for first point of contact with regard to artform/practice area queries;
- Provide support and assistance on artform/practice and other team queries generally;
- Provide support to colleague Arts Officers and Assistants in dealing with contact queries;
- Provide advice and support in relation to artform/practice area contact queries before funding decisions. Refer application queries to Corporate Services, where appropriate;
- Provide advice and support in relation to contact queries after funding decisions;
- Track all meaningful contact with clients in CRM against appropriate record;
- Provide advice/information on other funding sources;
- Provide advice/information on training courses.

D. Skills Knowledge and Experiences

- A commitment to high standards of public service;
- Ability to work on own initiative is essential;
- A working knowledge of the arts in Ireland in particular in relation to Circus, Street Arts and Spectacle;
- 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 – required;
- Experience with web content design desirable;
- The ability to communicate through the Irish language, both verbal and written, desirable.