



## **MERMAID COUNTY WICKLOW ARTS CENTRE**

### **ARTISTIC DIRECTOR - ROLE**

Mermaid County Wicklow Arts Centre seeks to appoint an Artistic Director to lead the centre into its next exciting phase of development. The ideal candidate will be a person with exceptional leadership skills who will demonstrate a clear artistic vision and steady pathway for the future development of the centre and its programme. The Artistic Director is responsible for the curation of the programme and full sign off on its implementation. Balance with regard to artistic ambition, audience development and economic stability will be a key requirement from the Board in the Artistic Director's approach.

Mermaid is the municipal arts centre for County Wicklow and opened in 2002. It is a leading space where ideas, creativity, imagination and artistic expression find a natural home. The Mermaid team make and present excellent cultural experiences which delight, engage and inspire.

Mermaid exists as a place of interaction between artists and the public. Artists and audiences are at our heart and we are a centre for fun, entertainment and for making and enjoying art. The Centre exists to enrich the communities of County Wicklow, by providing and encouraging participation in quality artistic experiences as a leading centre for the arts in Ireland.

While our vision reflects a wide range of interests our key role is as a place for people to gather. Our success as a local centre in Wicklow for creative enterprise has extended our appeal to national and international artists and visitors. Mermaid keeps artists and audiences at our heart. We believe in the importance of self-expression and the right of every citizen to have the opportunity to be part of and engage in cultural activity. Whilst the pandemic has changed much about the way we must operate into the immediate future, these values will remain and it will be incumbent on the incoming Artistic Director working with the Mermaid team to provide focused direction mindful of the economic, artistic and audience needs post pandemic.

The Director reports to the Mermaid board and has responsibility for the strategic development and sound financial management of the arts centre and for overseeing a turnover usually in excess of €1.2 million.

#### **Person Specification:**

The Artistic Director should show leadership and be enterprising, professional and should possess the necessary business and managerial acumen required for this exciting position, including the following skills and experience:

##### **Skills**

- Show excellent artistic and organisational leadership
- Work effectively with the team and board and will be a skilled communicator and collaborator
- Provide leadership to elevate the profile of the Centre locally and nationally
- demonstrate ability to manage relationships with key stakeholders and advocate for the sector

##### **Experience**

- have experience in programming and ideally have experience of managing a venue
- have 3 to 5 years' experience of managing significant teams and budgets, and contract negotiation, within an arts environment
- Demonstrated experience of team welfare, including safety, training and development
- have a good understanding of the challenges of audience development for a regional multi-disciplinary arts centre

Competencies; Have excellent knowledge of contemporary arts practice across disciplines including Visual Art, show leadership judgement, analysis and decision-making management as well as Interpersonal and communication skills.

## **DUTIES AND RESPONSIBILITIES**

### **STRATEGIC PLANNING AND DEVELOPMENT**

**The successful candidate will collaborate with the Board of Directors, to:**

- Grow and strengthen Mermaid County Wicklow Arts Centre, its vision and all its activities within the ethos of inclusivity, diversity, equality and equity
- Develop, maintain, monitor and evaluate a three to five-year strategic plan
- Develop and maintain strong relationships, networks and partnerships with key stakeholders
- Help lead a small high performing team in the support of artists making work across disciplines and to present the work to a diverse range of audiences
- Inspire, motivate, manage, support and enhance the centre's team in all of their work
- Ensure the organisation meets proper governance practices, health and safety requirements and documentation
- Champion the organisation locally and nationally promoting the core values of the centre and advocate for Wicklow artists
- Fulfil any other duties as may be required by the Board of Directors

### **FINANCIAL CONTROL, MANAGEMENT AND STRATEGY**

**The Artistic Director has responsibility for:**

- Drafting and overseeing the updating of budgets, managing income and expenditure, ensuring robust financial management strategies, and long-term sustainable financial planning, all in consultation with the administrator
- Supporting the financial reporting of monthly and quarterly management accounts, liaising with the administrator, managing the annual audit and preparation of financial statements in collaboration with auditor
- Responsibility for best practice in governance, holding the role of Company Secretary (includes coordinating all Board and General meetings and taking minutes), liaising with the Companies Registration Office, The Charities Regulatory Authority, Revenue and other government bodies
- The management of all contractual negotiations and tenancies through the programme and centre's activities

### **OPERATIONAL MANAGEMENT**

**The Artistic Director has responsibility for**

- Ensuring the centre's objectives and activities are communicated effectively internally, externally, and to all stakeholders, working with the team to ensure excellent customer service is delivered on a consistent basis
- Overseeing the management of all programme and activities ensuring each Head of Department delivers the aspects of their role on time and within budget
- Meeting the organisation's insurance, legal, contractual and statutory requirements
- Overseeing the smooth day-to-day operations of the centre
- Overseeing a pro-active Health, Safety & Welfare Policy for all activity
- Overseeing the management of box office and their systems
- Maintaining the capital requirements and investment in the building into the future

### **STAFF RECRUITMENT AND HR MANAGEMENT**

**The Artistic Director is responsible for:**

- The recruitment of core staff, staff contracts as well as training and appraisal
- Line-managing all team members and departments and various staff
- The recruitment and supervision of contract staff, as informed by the Staff Handbook, legislation and best practice in human resource management.
- Overseeing the equality and diversity policy throughout the practice of the organisation

### **COMMUNICATION, FUNDRAISING AND DEVELOPMENT:**

**The Artistic Director is responsible for:**

- All funding applications and reports and for assisting in the strategic planning and development of old, new and potential income strands
- Cultivating, securing and managing relationships with commercial sponsors and partners
- Cultivating and maintaining good relationships with key partners including Wicklow County Council (WCC), Arts Council, The Department of Culture and all other funders and stakeholders

- Identifying and developing productive relationships with strategic partners, in both the public and private sector to enhance the centres primary objectives
- Support the successful implementation of the comprehensive marketing and PR strategies and budgets including institutional marketing and friend's scheme
- Coordinate reports to stakeholders and funders as required

#### **TERMS AND CONDITIONS OF EMPLOYMENT**

- The Artistic Director position offers a 3-year contract.
- The position will include a 9-month probationary period.
- This is a full-time position with duty at weekends and at night (as required) an integral part of the working week.
- Holidays: 25 days (includes Good Friday and 24 December) plus all public holidays.
- Salary range commensurate with experience.
- Post is subject to Garda Vetting for successful applicant.

#### **APPLICATION PROCESS**

1. Application closing date: Thursday July 2<sup>nd</sup> at 4.00pm
2. First interview date: July 9th 2020
3. Second interview date: 16<sup>th</sup> July 2020
4. Intended start date: as soon as possible

#### **APPLICATION GUIDELINES**

Candidates are invited to submit:

- A CV outlining relevant experience.
  - Maximum of two pages and should focus on your relevant experience for the role.
  - For recent roles, it would be beneficial to outline the number of teams or team members who reported to you (highlighting whether they were full-time, part-time or on a project basis) as well as your level of budget responsibility.
  - Please present your experience in reverse chronological order
  - Education & training should be listed
- A cover letter which must outline:
  - what skills and qualities you would bring to the role;
  - why you want this role;
  - the challenges of the role and what experiences may have prepared you for overcoming them
  - Your cover letter should be no longer than two pages
- You must have legal status to work in the Republic of Ireland.
- Applications should be emailed to [recruit@mermaidartscentre.ie](mailto:recruit@mermaidartscentre.ie) by Thursday July 2<sup>nd</sup> 2020 at 4.00pm.

***Mermaid County Wicklow Arts Centre is an equal opportunity employer and welcomes applications from all sections of the community. Mermaid is committed to a diverse workplace, and to supporting our team with ongoing career development opportunities. We particularly encourage applications from members of groups who are underrepresented in the cultural sector. Mermaid is core funded by Wicklow County Council and the Arts Council / An Chomhairle Ealaíon.***