

**Age & Opportunity**  
**Arts Programme Assistant Manager**  
**(full-time, temporary post to cover maternity leave)**

## **Person Specification**

This person specification sets out the various criteria for the post and by which we will assess your application.

### Education

A degree-level qualification in an arts related field or equivalent is desirable.

### Experience

A minimum of five years proven track record of experience and achievement in the field of arts management is essential.

### Skills and Abilities:

- Knowledge of the arts;
- Interpersonal, organisational, planning and teamwork skills;
- Writing, communication and presentation skills;
- Ability to work independently, meet deadlines and manage a number of projects at the same time and with accuracy;
- Experience of working to budgets;
- IT skills including spreadsheets, social media and database management;
- IT skills in relation to online event planning to include conferencing software such as Zoom, ticketing platforms such as Eventbrite etc.;
- Ability to remain calm under pressure, and respond quickly to changing demands and demonstrate strong skills in prioritisation and time management;
- Ability to analyse information quickly and communicate in a concise and articulate manner;
- Display the highest levels of integrity, confidentiality and commitment;
- Display a positive, empathetic, patient, polite and friendly manner;
- Knowledge of, and an interest in, the arts and Age & Opportunity's Bealtaine Festival;
- Ability to work flexibly according to organisation requirements and be adaptable to changing circumstances.

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**Arts Programme Assistant Manager**  
**(full-time, temporary post to cover maternity leave)**

## **Job Description**

**Position:** Full-time, 37.5 hours per week

**Contract:** Contract for maternity cover

**Salary:** €35,000 per annum

**Reporting to:** Arts Programme Manager

**Location:** A mixture of remotely and in Age & Opportunity's office in Dublin.

In 2022, it is envisaged that Age & Opportunity will present a hybrid Bealtaine Festival, with both in person and online events. This will involve working closely with partners around the safe return to in-person events. While our work calendar throughout spring will be dominated by festival preparation, our development programme has a number of key initiatives that will come to fruition in the autumn, however work is ongoing year round.

It is anticipated that the successful candidate will commence the position in early December 2021 in order for a handover period to take place.

The position will involve hybrid working – a mixture of working from home and working from our offices.

### **Tasks and Responsibilities**

#### *Programming*

- Report to the Arts Programme Manager, and work with the Programme Manager and the curatorial team in developing the artistic programme.
- Contribute to the continuous improvement of the activities of the Arts programme and actively participate in and promote a culture of artistic excellence throughout the organisation's Arts activities.
- Project manage Arts projects, initiatives and events as requested.
- Contribute to the strategic planning and reviewing of the Arts programme.
- Assist with the production and distribution of the Festival printed programme and other printed and online collateral.
- Assist in the development of programme consistency by methodically linking projects to programme strands.

#### *Audience, Organisation and Artist Development*

- Assist with the development of Age & Opportunity's various support and development initiatives to engage audiences, support artists and resource organisations.

### *Operational Development*

- Ensure the efficient operation of the Arts programme.
- Input into the Bealtaine website and manage the online registration and event process.
- Assist with matters related to the programme finances, assist with an efficient system of financial control and accounts, monitor budget, and ensure that expenses are coded correctly.
- Assist with the preparation of funding applications and identify new sources of income for the Arts programme in conjunction with the Arts Programme Manager and the CEO.
- Be proactive in the development of income generating and funding strategies for the Arts programme.
- Assist with drafting of contracts and MOUs.
- Contribute to our Arts Programme Advisory Group meetings as requested.
- Represent Age & Opportunity's Arts Programme on committees and at events as requested.
- Supervise the Bealtaine Festival volunteers, interns and students under the direction of the Arts Programme Manager.
- Take on any other organisation activities as requested.

### *Evaluation*

- Manage the Bealtaine programme evaluation under the direction of the Arts Programme Manager.

### *Other Responsibilities*

- Follow the procedures outlined in Age & Opportunity's Employee Handbook, Policies and Procedures Manual, Internal Financial Controls and Procedures and Safety Statement.
- Take on any other organisational duties as required.

