

Linenhall Arts Centre, Castlebar, Director Job Description

The Linenhall Arts Centre is currently recruiting a Director who will imaginatively lead and manage the organisation and implement a strong artistic programme for this well-established multi-disciplinary arts venue.

The Linenhall Arts Centre, established in 1990, is a Company Limited by Guarantee with a voluntary Board of Directors. It is supported by the Arts Council and Mayo County Council.

Job Description

The Director will report to the Linenhall Board and will

- be responsible for designing and implementing the Linenhall Arts Centre's programme in accordance with the Company's mission: *Arts for all at the Linenhall*
- be responsible for the management and day-to-day operation of the Centre
- work with all relevant stakeholders and the wider arts community to devise, initiate and manage the arts programme for the Centre
- oversee the further development of a vibrant, relevant and sustainable artistic vision and ethos for the Linenhall Arts Centre
- work with all relevant stakeholders to secure the finances necessary to sustain and develop the organisation
- support positive relationships with other cultural, educational and funding bodies, including the Arts Council, Mayo County Council, Mayo County Arts Officer, national, regional and local artists' resource organisations and all relevant local agencies
- ensure the maintenance of appropriate records and administrative systems to ensure the effective management of the Linenhall Arts Centre
- ensure an effective audience development, marketing, and promotion strategy for the Centre and its activities
- prepare and manage an annual budget for the organisation
- make available for the Board half-yearly management accounts
- source and maximise grant-aid, sponsorship, donations and earned income
- ensure the preparation and administration of all artists engagement contracts issuing in the company name
- oversee staff welfare
- ensure adequate reviews of performance and productivity of all staff are carried out regularly and reported to the Board as required
- attend all meetings of the Board as requested and report regularly on programme, staffing, finance, and building maintenance.

Desired Qualifications and Skills

- Proven experience in a leadership position in the arts for a minimum of 3 years
- Possess a relevant professional/academic qualification
- Demonstrate a vision for the development of the Linenhall Arts Centre and its arts programme
- Demonstrate a strong capacity to work with Board structures and develop teamwork and consultative models of operation for the organisation

- Demonstrate a good knowledge of a broad range of contemporary artistic disciplines including visual arts; design; music; theatre; dance; literature and cinema
- Have strong leadership, people management and motivational skills and a strong commitment to teamwork
- Demonstrate an ability to develop sustainable, mutually beneficial and trusting relationships at senior level with relevant stakeholders
- Demonstrate excellent oral and written communication and presentation skills
- Have an ambitious and dynamic approach to problem solving

Please submit a letter setting out your reasons for applying and your suitability for the post together with your CV to linenhallpost@gmail.com Closing date for applications 5.00pm Friday October 26th.

Terms and Conditions

Annual Salary €50,000