

# **BRANAR Meitheal**

## **JOB DESCRIPTION:**

### **Programme Administrator**

#### **Branar Meitheal**

#### **(Fixed Term)**



#### **Branar**

Branar is one of Ireland's leading theatre companies for children. Based in the West of Ireland, Branar is renowned for creating highly imaginative & beautiful work. Our productions tour nationally and internationally, we bring our work with equal enthusiasm to leading arts venues, such as the New Victory, New York as to a local school in county Galway. We are committed to reaching our audience wherever they are, aiming to instill wonder, joy, curiosity and compassion. Branar views every child in Ireland and beyond as an equal citizen of the world.

#### **Branar Meitheal**

Branar Meitheal is a dynamic production supports programme for artists and producers dedicated to the development, creation & presentation of high-quality performing arts for young audiences across Ireland. Following a successful pilot programme and with the support of the Arts Council's Creative Production Support funding Branar will launch the next phase of this unique support programme for the performing arts for young audiences' sector.

We are looking to recruit a dynamic, motivated and experienced Programme Administrator to work closely with the Branar Meitheal Programme Manager and core Branar team to deliver this phase of the Branar Meitheal initiative. The successful candidate will have knowledge of the performing arts for young audiences nationally and will have at least 3 years experience in arts administration.

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## The Role

The Programme Administrator is a fixed term role. The role is to provide administrative day-to-day support for the Branar Meitheal programme.

- Provide logistical coordination and organisation of programmed events & activities
- Support the programme manager in effective delivery & implementation of programme plan
- Support the programme manager in the day to day financial management
- Collate and share relevant external opportunities/resources available nationally and internationally with Meitheal participants
- Collate participant activity information and data for reporting to Stakeholders and Branar Board

## Person Profile

### Knowledge

- A working knowledge of the performing arts for young audiences sector nationally
- A good working knowledge of the arts sector throughout Ireland
- A strong understanding of the funding landscape for artists
- At least 3 years experience in a professional cultural organisation

### Skills

- Demonstrates strong organisational and planning skills
- The administrator will ideally have experience working with artists, preferably producing
- Experience with managing, and monitoring budgets
- Experience of delivering a range of production/artist supports on time and on budget
- Excellent communication skills
- Excellent IT skills

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## Personal Attributes

- Someone who has a passion for and understanding of performing arts for young audiences
- Someone who is child centred in their practice
- Someone who has excellent communication skills
- Someone who understands the practical supports that artists making work for young audiences require and is sensitive to the challenges they face
- Someone who can collaborate and work well within a small team
- Someone who is genuinely interested and committed to developing and achieving best practice within the sector

## Terms

**Days** - The Meitheal Administrator is a 4 day role 9.30am – 5.30pm Mon – Thurs. Some weekend and evening work may be required.

**Location** - The role will be based onsite in the Branar office in Galway. Some national and international travel may be required.

Please note Candidates must be eligible to work in the EU.

**Duration** - This is a 24 month fixed term appointment with a 3 month probationary period.

**Holidays** - There is a Holiday entitlement of 20 days in addition to public holidays.

**Salary** - €32,000 gross Pro Rata, 4 day = €25,600 gross

## How to Apply

Interested candidates are invited to submit a letter of application, no longer than 2 pages, detailing your suitability for the role and an up-to-date CV including 2 referees to [joanne@branar.ie](mailto:joanne@branar.ie)

Your letter of application should specifically identify –

1. Your experience and working knowledge of performing arts for young audiences
2. Your experience in cultural administration
3. The reason for applying for this role

# BRANAR Meitheal

Contact name: Joanne Beirne

Contact email: [joanne@branar.ie](mailto:joanne@branar.ie)

## Selection methods & Interviews Date

Short-listing of candidates will be based on the information contained in their CV and covering letter.

- Candidates who are short-listed will be invited to attend for interview in person on Wednesday 7<sup>th</sup> May in Galway.
- The successful candidate will be informed by Wednesday 16<sup>th</sup> May.
- Start date will be early June 2025
- In line with our data protection policy, we will only use the information that you provide for the purposes of this recruitment process. On completion of the process, your information will be securely retained for a maximum of 6 months before being erased.

The closing date for applications is Wednesday 16<sup>th</sup> April 2025 at 4pm. *Late applications will not be accepted.*

Please email your application in strict confidence with to [joanne@branar.ie](mailto:joanne@branar.ie)

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