

# Clonmel Junction Arts Festival

## Candidate Pack

### Director of Clonmel Junction Arts Festival

September 2024

#### *Introduction*

- Clonmel is the county town and largest urban centre in County Tipperary Ireland. Clonmel is home to a significant number of multi-national companies and large scale industry.
- It is also home to a vibrant arts and culture scene, which includes South Tipperary Arts Centre and the Finding a Voice Festival.
- Clonmel Junction Arts Festival was founded in 2001 and is held annually in July. The multi-disciplinary arts festival celebrates Clonmel and its talented artists, bringing people together through live performance, including music, theatre, dance, literature, and more.
- The festival works closely with partners in the town and elsewhere to bring audiences in Clonmel the best of the arts, including large scale performance. The festival has developed imaginative ways of working and commissioning to bind the festival closely to the town's heritage and people and develops work with Tipperary artists as well as showcasing Irish and international arts throughout the town and in non-traditional spaces as well as performance venues. The festival is curated by invitation and through an annual open call for proposals.
- Clonmel Junction Arts Festival is funded by The Arts Council/An Chomhairle Ealaíon and Tipperary County Council.
- The festival is overseen by a voluntary board (Chair: John Kennedy).
- The Director oversees a small team of part-time staff year round of a bookkeeper and marketing manager, which expands with seasonal staff at festival time.
- The 2024 festival programme can be viewed [here](#).
- The festival has grown in scale and audience significantly over the last five years and is now seeking a new Director to build on this growth and maintain the status of CJAF as one of the premier arts festivals in Ireland.

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## THE ROLE

### **Overall purpose**

The role of Director of CJAF is one which encompasses the artistic and management leadership of the organisation.

The Director takes overall responsibility, with the Board, for the strategic direction of the festival and is directly responsible for the curation, funding, resourcing, marketing and organisation of the festival. The purpose is to deliver an outstanding arts festival to audiences in Clonmel and the wider catchment, which is resonant, popular and artistically excellent.

The Director reports directly to the Board of Directors.

### **Responsibilities**

#### ***Programming and curation***

The Director takes direct responsibility for the programming and curation of the festival, maintaining an active knowledge of the arts landscape in Tipperary and the rest of Ireland. This involves, inter alia:

- Developing an artistic policy
- Choosing annual festival themes and inviting artistic responses to same
- Developing and operating a commissioning policy
- Selecting partners from various artforms
- Representing the festival at local, regional and national arts sector events
- Devising and managing open calls for artform proposals
- Developing and managing commission opportunities within the festival for artists
- Dealing with approaches made to the festival by artists, arts organisations, potential partners
- Supporting funding proposals and assisting artists and arts organisations with funding applications
- A good knowledge of cultural sector policies and strategies
- Researching potential funding opportunities
- Building relationships with stakeholders
- Identifying major awards for festival
- Developing policies in areas such as Diversity, Green Arts, etc in line with best practice in sector Liaising/Benchmarking with other festivals/events

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## ***Production***

Ensuring that all aspects of the delivery of the festival programme are properly resourced and managed, including the hiring of production management and inter alia:

- Managing the Production Manager to ensure services are delivered to a high standard, and within timetable and budget
- With the Production Manager, ensure robust systems are in place for the management of the production budget
- Managing artists in ideation, creation and production
- Identifying and hiring workshop facilitators
- Identifying and hiring box office staff
- Identifying and hiring volunteer manager
- Setting up box office
- Liaising with Production Manager on other festival areas such as artist and crew welfare, volunteer output, sponsor placement etc.

## ***Management***

The core management functions lie with the Director, most crucially the funding and financial management of the festival. These duties encompass, inter alia:

- Ensuring that financial systems are robust and operated and managing financial matters directly where appropriate ( e.g management accounts, bank recs)
- Making funding applications and reporting to funders on same
- Managing festival staff, premises and resources to maximum effect

## ***Development***

The Director is tasked with maintaining and building upon corporate, individual and philanthropic giving for the festival, actively seeking opportunities and creating and implementing realistic and ambitious development strategies.

## ***Marketing***

The Director is responsible for ensuring that the marketing of the festival is effective in building and retaining audiences and is an accurate reflection of the unique nature of CJAF. The direct responsibilities include:

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- Developing the strategic marketing direction of the festival, and ensuring that materials and collateral all reflect this
- Developing an annual marketing strategy and resourcing same from within festival resources
- Developing and implementing media and other partnerships
- Ensuring that the festival has a resourced and effective digital strategy including the website and sales software

With overall responsibility for CJAF the Director undertakes such other duties as may be necessary from time to time in order to achieve the goals of CJAF.

## **PERSON SPECIFICATION**

The Board is seeking an exceptional individual to lead the organisation in the next phase of its development and meet the challenges of presentation in Clonmel.

The board is seeking candidates who can demonstrate:

- Experience in a senior role in an arts organisation or similar
- Experience in managing funding, finance and organisational management in a senior role
- Knowledge of and experience in the arts landscape in Ireland and programme experience in a venue or festival context
- Hands-on management experience of delivery of events and programme
- The ability to represent the organisation effectively at local and national level
- That they are persuasive, imaginative and innovative
- Can work within the local context to commission, encourage and amplify the work of local artists

If this sounds like you, please contact [una@unacarmody.ie](mailto:una@unacarmody.ie) with your telephone number for an initial chat about the role.

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## TERMS AND CONDITIONS

- This is a three-year fixed term contract from the date of commencement of employment and commences as soon as possible and ideally in December 2024.
- The salary payable is 40,000 euro per annum, reviewed annually and with scope for performance bonus. The Director is entitled to 25 days of annual leave per year.
- The position is based in Clonmel, Co. Tipperary.

## APPLICATION PROCESS

If you would like to apply for the role, please email your application to

**recruitment@junctionfestival.com**

before 5pm on Thursday **November 7<sup>th</sup> 2024.**

Your application should contain:

- A detailed CV highlighting relevant experience and achievement against the specification
- A letter outlining your suitability for the role and your reasons for applying

The Board intends to hold first round interviews for the role on Tuesday November 19<sup>th</sup> 2024 (please note date change).

ENDS