

féile ealaíne an

earagail
arts
festival
www.eaf.ie
Made In Donegal

Artist Liaison (fixed term, part-time)

Earagail Arts Festival is seeking proposals for the provision of Artist Liaison services for the period 6th May 2025 – 8th August 2025. (53 Days)

Introduction

Earagail Arts Festival

Earagail Arts Festival is Donegal's premier celebration of local, national and international culture and one of the largest arts festivals in Ireland. Over 40,000 people from across Donegal and around the world attend approximately 100 events in 35 venues spread over 19 towns over 15 days and nights across the Northwest of Ireland.

Earagail Arts Festival Management Company Limited is a not-for profit CLG and a registered charity. The festival consists of a Board of Directors, Management Committee, full time, part time, contract staff and volunteers. The festival celebrates its 38th birthday between 12th and 26th July 2025.

The festival's objectives are synonymous with those of its major funders, addressing the key propositions of the Arts Council's 10 year strategy - *Making Great Art Work: Leading the Development of the Arts in Ireland (2016–2025)*, and Failte Ireland's *Wild Atlantic Way* proposition.

Terms

The task will entail working on a part-time basis, for several hours per week, over the period 6th May 2025 – 8th August 2025 (14 Weeks)

The place of work will be primarily at the offices of the Earagail Arts Festival Management Company Limited, but the festival also operates a hybrid remote working policy.

Budget

The remuneration for this post is **€7,000 (Pro Rata €34,450)**. Spread over 53 Days or half a day equivalent. Artist Liaison to invoice Earagail Arts Festival accordingly.

Responsibilities

- Arrange and Book Artists travel incl. ground transport and Accommodation, liaising contact with artist's management
- Liaising with Office Manager regarding fees and per diems / buyouts for the artists
- Rider distribution for artists
- Prepare Welcome Packs for Artists
- Prepare artist contracts
- Escort Artists within Donegal where appropriate
- Liaise with Production Manager to ensure artists presence at venues within timescale agreed
- Keep budgetary record of expenditure ensuring compliance with budget levels set by the CEO / Artistic Director and Office Manager
- Collate all invoices relating to artist fees, accommodation providers etc before the end of the festival.
- Complete a post festival report for submission to the CEO / Artistic Director and Office Manager, Funders and the Board commenting on the number of artists programmed in total and broken down per show, their nationality and the number of venues at which they performed. What worked well and what didn't and making recommendations for next year
- Undertake other duties as directed by the CEO / Artistic Director and Office Manager

Experience

The ideal candidate will:

- have min 2 years experience working in an Arts Organisation / similar role
- be used to working in a busy and pressured working environment
- have strong budgetary, administrative and communication skills
- be prepared to work unsociable hours at festival time
- be enthusiastic and flexible

Irish language

Proficiency in the Irish Language would be advantageous

Driving Licence

Full, clean driving licence and use of own vehicle required.

Submission of application

Please include an up-to-date CV, including the names of two referees or previous or current clients whom we may contact, should we wish to offer you this contract.

Earagail Arts Festival welcomes applications for the provision of Artist Liaison services as outlined above, on or before 5.00pm on Friday, April 4th, 2025. Please submit your application by or by email to: info@eaf.ie or in writing by CV and cover letter to:

Earagail Arts Festival
2c Riverside Office Park
Neil T Blaney
Letterkenny
Co Donegal
F92 YN40