



Candidate Information Booklet

Post of Administrator (full-time)

Closing Date: 4pm, Thursday 14th November 2024

One completed copy of application form should be returned to director@eskerarts.ie

It is the candidates responsibility to ensure that their application is submitted on time and that all sections are submitted at the same time.

Eskeer Arts CLG will not take responsibility for any error on the part of the candidate in relation to the submission of their application.

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INTRODUCTION

The Board of Esker Arts CLG is seeking an exceptional candidate with the requisite knowledge, skills and experience to become the Administrator for Esker Arts, in Tullamore, County Offaly.

CONTEXT

Esker Arts is a multidisciplinary arts venue in Tullamore, Co. Offaly. The centre opened in 2023 and is a key resource for the development of the arts in the region. It comprises a 228-seat auditorium, an outdoor performance space, 2 gallery spaces, artists' studios and workshop spaces as well as a theatre bar.

Esker Arts represents the significant local ambition for a vibrant arts Centre and is the culmination of many years work by the local community through Tullamore Community Arts Centre CLG in partnership with Offaly County Council. The development of the Centre has been financed through this partnership arrangement and with grant funding from Department of Tourism, Culture, Arts, Gaeltacht, Sports and the Media.

ESKER ARTS CLG

Esker Arts CLG is a company established for the purposes of operating Esker Arts and for the further development of art in the community in County Offaly. The company is comprised of representatives from the community within Offaly, elected members and executives of Offaly County Council and independent members with appropriate skills and knowledge.

RECRUITMENT ARRANGEMENTS

This booklet sets out all details with regard to the post, qualifications and competencies, the recruitment process and also the terms and conditions attached to the post. Candidates are requested to ensure that they comply with the requirements and process as set out in this booklet.

POST DESCRIPTION

Primary Responsibility: Acting on behalf of, and reporting to the Artistic Director, the Administrator will be responsible for the administration of Esker Arts relating to its facilities, technical systems and productions.

Within the responsibilities that follow, the term 'the Centre' is taken to mean '*the Centre, including its programme and onsite operations and activities, and any offsite/outreach programme and activities at other locations*'.

In delivering in relation to the roles and responsibilities outlined below, it is envisaged that the Administrator will work alongside the Artistic Director. Further information is contained under 'Key Duties and Responsibilities'.

REQUIREMENTS FOR THE POST

The following sets out the essential and desirable requisites for the role which candidates should reflect in their application form:

Essential

- Good communication and interpersonal skills; the ability to work on own initiative in an independent environment and also within a team
- Ability to write and present documents well
- Excellent organisational, planning and scheduling skill
- At least three years' administration experience of working in a professional arts venue
- Excellent IT skills and proficiency across Microsoft Office suite.
- Good understanding of financial administration, maintaining and providing reports on budgeting, audits etc.
- Have a willingness to learn and an aptitude to use all new technology and information systems
- Good knowledge of the professional arts sector in Ireland (to include theatre, music, dance, film, visual art, literature, film and collaborative arts)
- Ability to work to deadlines and problem solve under pressure

Desirable

- Experience with Adobe Creative Suite.
- Knowledge of Health and Safety requirements and Risk Assessment
- Experience of book-keeping and accountancy software package (e.g. Sage)
- Have an ability and willingness to learn and execute new skills and participate in appropriate training courses and provide training where required

Please note that where a significant number of candidates meet all essential requirements, desirable experience may be taken into account in the shortlisting of candidates.

COMPETENCIES FOR THE POST

Key Competencies for the post include the following and candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please note that short-listing and interview processes will be based on the information provided by candidates in this regard.

Specialist Knowledge, Expertise and Self Development	
	<ul style="list-style-type: none"> Clearly understands the role, the requirements, and the responsibilities inherent in managing the administration of a multi-purpose arts centre. Demonstrates the ability to communicate and engage with artists and communities in the delivery of the role Develop expertise and knowledge necessary to carry out the role to a high standard and shares this expertise and knowledge with others. Consistently reviews own performance and sets self-challenging goals and targets.
Decision Making and Delivering Results	
DECISION MAKING / ASESSING RISK	<ul style="list-style-type: none"> Demonstrates the ability to translate objectives into clear priorities and timely actions. Ability to make informed decisions in a clear and confident way. Carefully assesses the risks involved when taking on difficult tasks – translate this evaluation into the delivery of Risk Assessment and Health and Safety Planning
PLANNING AND DELIVERING RESULTS	<ul style="list-style-type: none"> Ability to plan, organise and schedule work/tasks to ensure work is completed on time and to specification, with high level of attention to detail, and efficiency in completing tasks. Can work on own initiative and unsupervised. Ability to organise resources to meet the demands of the job. Ability to plan-ahead to avoid unnecessary pressure. Demonstrates the ability to take corrective action required to ensure the viability and success of any event. Ability to manage individuals or a team in the most efficient manner possible to deliver quality results

Interpersonal & Communication Skills	
COMMUNICATING EFFECTIVELY / TEAMWORK	<ul style="list-style-type: none"> • Good communicator with the ability to develop and maintain good working relationships across all levels. • Ability to give and receive information accurately, clearly and calmly. • Ability to instil interest/enthusiasm for the job. • Works as part of a team to ensure delivery of plans and schedules. • Demonstrates a strong team ethic of co-operation and mutual support. • Proactive in keeping up to date on issues and key developments that may impact on the work of the centre.

KEY DUTIES AND RESPONSIBILITIES

The Administrator will support the work of the Artistic Director by undertaking an agreed range of work which will include as follows:

- Promote the value of Esker Arts to all local audiences, communities, artists, businesses, by raising the cultural profile of Tullamore and County Offaly, and enhancing the daily lives of the local community.
- Provide information, guidance and advice in relation to Esker Arts, on its programmes and facilities to arts practitioners, organisations and the general public.
- In collaboration with the Artistic Director and Technical & Facilities Manager, assist with building relations, providing support, advice and assistance to visiting companies and artists.

Administration

Provide the necessary administrative assistance to the Artistic Director across all aspects of the role in relation to the management / operational functioning of Esker Arts. To include

- Administrative and office management
- Research, report writing, obtaining costs and estimates, scheduling, managing meetings, minutes of office meetings,
- Assist the Marketing & Box Office Manager in collaboration with the Artistic Director all the Front of House operations, Front of House team and volunteers.

- Assist the Marketing and Box Office Manager on the co-ordination and oversight of all corporate entertainment, group booking and corporate client requests, as deemed necessary.

Financial

- Assist the Artistic Director on the company's Business Plan, providing financial reports as requested to support future plans.
- Manage and monitor payment of invoices – establish payment systems

Governance Duties

The Administrator will be responsible for the following duties relating to the proper governance of Esker Arts:

- Maintain appropriate records and an administrative system to facilitate the efficient and effective management of Esker Arts and its programme.
- Co-operate with and contribute to drafting of all Health & Safety policies and procedures and the implementation of same.
- In conjunction with the Technical and Facilities Manager and Marketing and Box Office be responsible for the implementation of health and safety policies and procedures in relation to the safe operation of the building for all users.
- Co-operate with and contribute to the drafting of all corporate risk management policies and procedures and the implementation of same.
- Co-operate with and contribute to the drafting of all child protection policies and procedures and the implementation of same.
- Co-operate with and ensure that the Centre complies and adheres to legislation pertaining to the operation of such centres.
- Maintain proper financial records and accounts and where appropriate, use the appropriate software for this purpose. Reporting to the Artistic Director, monitor out-turns against budgets on a regular basis and recommend corrective budgetary action as appropriate.
- Co-operate with the implementation of technologies as required.

Health & Safety Management

- Assist and support the Artistic Director to put in place such health and safety policies and procedures for the Esker Arts as are required by the relevant legislation.
- In conjunction with the Marketing and Box Office Manager and Technical and Facilities Manager be responsible for the implementation of health and safety policies and procedures in relation to the safe operation of the building for all users.
- Furnish written and verbal reports to the Artistic Director when necessary/when required particularly in relation to defect or matters needing attention relating to the building, it's facilities and equipment and its surrounds.

- Ensure that Esker Arts' policies including health and safety policies and child protection policies, are being adhered to on performance evenings.

QUALIFICATIONS FOR THE POST

1. Character

Candidates shall be of good character.

2. Health

Each candidate must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education, Training, Experience, etc.

Each candidate must, on the latest date for receipt of completed application forms hold an ordinary degree (level 7 or higher on the National Framework of Qualifications) in a relevant discipline.

4. Experience, Etc.

Candidates shall also:

- a) have at least three years satisfactory relevant arts experience relating to the key responsibilities and duties of this post and:
- b) comply with the requirements as set out under 'Requirements of the post'.

5. Citizenship

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa; or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

PARTICULARS OF THE POST

The Post:

The post is for a permanent fulltime contract with break clauses which will include a six-month probation period.

Salary:

The salary shall be fully inclusive and shall be as determined from time to time. The salary scale applicable to the post is €29,000 subject to experience.

Duties:

The duties of the post are as set out in this booklet and as assigned by the Board of Directors of Esker Arts CLG under the general direction and supervision of the Artistic Director. The post holder may be required to work outside his/her normal job description from time to time.

Work Base:

The work base is in Esker Arts, Tullamore, County Offaly. The person appointed will be required to provide him/herself at his/her own expense with the necessary mode of travel to and from work.

Working Hours:

The working hours at present provide for a five day, thirty-seven hours working week, hours will vary from time to time. The post will require flexibility in working outside of normal hours on regular basis to include weekends and evenings. No additional remuneration will be paid in respect of such activities.

Annual Leave:

The current annual leave entitlement is 22 days per annum. Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1977 (as amended).

Sick Leave:

In the event of absence from work through illness, you will be required to contact your Employer on the first morning of your illness before 11 am and give the probable date of your return to work. You will be paid up to three consecutive uncertified sick days subject to a maximum period of seven days in any twelve months. The twelve month period starts on the first day of illness.

All periods of sickness exceeding three days must be certified by a qualified Medical Practitioner. The Certificate should state the general nature of your illness, the precise period for which you will

be unfit for duty or the probable date of resumption of duty. Subsequent Certificates must be submitted if the absence continues beyond the period covered by the initial Certificate.

The Employer reserves the right to have you examined by an independent Medical Advisor and to review sick leave entitlement in the context of the new Statutory Sick Pay Scheme.

Probation:

Appointees will be on probation for the first six months of employment. The terms of Esker Arts CLG Probation Policy will apply.

Superannuation:

All employees of Esker Arts CLG have the option to join the PRSA scheme at any time during their employment. You will be allowed access to the company nominated PRSA provider, to consult in relation to your pension requirements.

Travel:

The post holder will be required to travel by their own means to other venues, meetings, training events, conferences etc as is required by the duties assigned to the post. Accordingly, it would be helpful if the holder of this post holds a full driving licence for class B vehicles and must indemnify Esker Arts CLG on their insurance policy.

Travelling expenses and subsistence expenses necessarily incurred in the course of official duties will be refunded in accordance with appropriate rates set by Esker Arts CLG. If during employment, the post holder's licence is revoked, even temporarily, or if they receive endorsements on their licence, which may affect their duties, they are obliged to notify the Chairperson of Esker Arts CLG immediately.

Taking Up Appointment:

Esker Arts CLG shall require a person to whom an appointment is offered to take up such appointment within a period of four weeks and if he/she fails to take up the appointment within such period or such longer period as the Chairperson of Esker Arts CLG in his/her absolute discretion may determine, Eskers Arts CLG shall not appoint him/her.

Residence:

The holder of the post shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof as determined by Esker Arts CLG.

Safety & Welfare:

The holder of the post shall co-operate with the terms of Esker Arts CLG Safety Statement. He/she shall familiarise him/herself with the safety rules and procedures and make proper use of all safety,

clothing and equipment. Failure to comply with the terms of the Safety Statement may result in a disciplinary action.

Training:

It is a condition of employment that successful candidates will be required to participate in training programmes relevant to the skills necessary for the performance of the duties attaching to the post.

Conflict of interest

It is a condition of employment that the post-holder does not work for, nor have any interest in any other company or business, nor undertake any other activity which might interfere with the proper performance of the post-holder's duties or compete in any way the company's activities without first obtaining, in writing, the consent of the Chairperson of the Board of Directors.

RECRUITMENT PROCESS

Esker Arts CLG shall appoint an interview board for the purposes of this recruitment process and the interview board will undertake same in accordance with the details provided in this booklet.

Shortlisting:

The interview board will receive all valid applications and will consider same by means of a desktop shortlisting process, based on an examination of the application forms, and having regard to the qualifications and competencies set out in this recruitment booklet. The interview board will determine those applications that are deemed to be most suitable to be called for interview, based on the information provided on the application forms and having regard to the requirements of the post. Successful applications at this stage will be called for an interview. It should be noted that the outcome of this process is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your relevant qualifications/ experience on the application form and also to demonstrate sufficient evidence of the competencies required for this position.

Interviews

Following the shortlisting process, candidates will be advised of the outcome of their application. Candidates selected for interview will be advised of the date and time for their interview. It is intended that the interviews will be held at Esker Arts in Tullamore and candidates will be invited to

attend same in person. Candidates will be required to pay any expenses incurred by them in attending the interview.

The interview will be based on the requirements of the post and in accordance with the competencies set out in the booklet. Candidates may be required to prepare a short presentation for the interview board and details of same will be issued with the invitation to attend for interview.

If required candidates may be back for a second interview. Unsuccessful candidates may request feedback from the Interview Board. Candidates may be requested to prepare a presentation for the interview board and details of same will be issued with the invitation to attend for interview.

Similar to the process at first interview, candidates will be advised of the outcome of their final interview. Unsuccessful candidates may request feedback from the Interview Board.

Health:

For the purpose satisfying the requirements as to health, it may be necessary for the successful candidate, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by Esker Arts CLG. On taking up appointment, the expense of the medical examination will be refunded to the candidate. The successful candidate must comply, at his/her own expense with such remedial requirements as Esker Arts CLG considers necessary.

Reference/Documentary Evidence:

Each candidate may be required to submit as references, the names and addresses of two responsible persons to whom he/she is well known but not related, at least one of whom must be a former/current employer. Candidates may be required to submit documentary evidence in support of their application.

The admission of a person to the competition, or invitation to attend an interview, is not to be taken as implying that Esker Arts CLG is satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet the essential entry requirement but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position Esker Arts CLG will make all such enquiries that are deemed necessary to determine the suitability of the candidate including verification of education qualifications.

Garda Vetting:

The successful candidate may be subject to Garda Vetting and Child Protection Procedures in advance of appointment to the position.

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise influence in the candidate's favour, any Director of Esker Arts CLG or person nominated by Esker Arts CLG to interview or examine applicants, will automatically disqualify the candidate for the position being sought.

Expenses incurred by candidates in attending interview, etc., will be at the candidates own expense.

Esker Arts CLG is an equal opportunities employer.

Applications from people with disabilities are welcome and special requirements for interview purpose may be arranged if required.