



## **JOB DESCRIPTION**

### **KILKENNY ARTS FESTIVAL FESTIVAL ADMINISTRATOR**

<b>Job Title:</b>	Festival Administrator
<b>Reporting to:</b>	Festival Director
<b>Responsible for:</b>	Festival Office Management, Payments and Accounts, Personnel and Festival General Administration

#### **Festival Overview**

Kilkenny Arts Festival is Ireland's oldest multi-disciplinary arts festival and has been bringing artists of world stature to Ireland's medieval city since 1974, including Victoria de los Angeles, Seamus Heaney, Peter Brook, Steven Isserlis, Natalie Stutzmann, Sir Andras Schiff, Jordi Savall, Joshua Bell and Dawn Upshaw; it has premiered co-productions of Shakespeare's plays in site specific locations with Rough Magic Theatre Company, Shakespeare's Globe and Druid; hosted opera premiere productions with Irish National Opera and Opera Collective Ireland; and welcomed a dizzying array of artists to perform and collaborate during the Festival. It is governed by a voluntary Board of Directors and managed by a professional executive team led by the Director, who combines the roles of Artistic Director and Chief Executive. In 2023, for its 50th edition, the Festival welcomed over 500 artists from countries around the world, and staged almost 150 events in locations across Kilkenny.

In a crowded national and international festival landscape, Kilkenny Arts Festival has achieved for over 50 years, a rare sense of artistic excellence and rigour in its programming. Artistic residencies form a key part of the Festival's identity and programme, as will commissions and world premieres by leading and emerging Irish and international artists, continuing a long Kilkenny tradition of commissioning new work. The Festival engages with as wide an audience as possible (local, national and

international) seeking particularly to link the core, its local community, with an artistic platform of international calibre.

The Festival is core-funded through the Arts Council's as a 'Strategic Organisation' under Multi-Disciplinary Festivals; and is also funded significantly by Fáilte Ireland and Kilkenny County Council, and is made possible by substantial sponsorships and donations from local businesses and key partners. With a strong track record in financial management, the company is in a healthy financial state.

The company currently employs two full-time staff, the Festival Director and Festival Producer. The Marketing and Development Manager, Production Manager, Box Office Manager and Volunteer Coordinator are engaged on seasonal, fixed-term, fixed purpose contracts.

### **The Role and Responsibilities**

The Festival seeks to appoint a Festival Administrator who is highly motivated, hardworking and ambitious, with a central role in all activities at Kilkenny Arts Festival.

Reporting to the Festival Director, the Festival Administrator occupies a central role in the Festival Team throughout the year, alongside the Festival Producer. The role-holder will be a key point of contact for third parties involved with the Festival and central to the administration of the summer festival operation each year.

*NB: The post is a full-time contract position.*

Key responsibilities will include the following (subject to final negotiation and agreement):

#### **1: Office and Financial Management**

- Management of the day-to-day administration of the Kilkenny Arts Festival Office, including maintaining effective office systems, monitoring and maintaining office equipment and supplies, handling email and phone enquiries, post and filing
- Management of the Festival finances on a daily basis, including prompt payments of invoices, banking reconciliations, receipts, and records of all transactions on SAGE
- Preparation of accounts for annual audit

- Supporting the Festival Director with financial aspects of all funding applications and reporting
- Supporting the Marketing and Development team on administration of Festival Sponsors and partners
- Supporting the Box Office Manager on annual temporary Box Office set up and operation, along with seasonal staff
- Assisting with the delivery of the Festival Programme and launches
- Responsible for KAF Office and Storage facilities

## 2: Planning and operations

- Support the Festival Producer in the execution of all contracts, payment schedules
- Oversee the Festival Volunteer programme administration in conjunction with the Festival Volunteer Co-ordinator
- Support the Festival Director and Producer in all agreements with venues and stakeholders
- Support the Festival Director in the preparation of Management accounts and flag any issues of financial risk or variance in administration costs
- Support the Festival Director and Producer in preparing funding submission documents
- Be the POC for the Festival Board in relation to meetings, AGMs and where relevant, sub-committees

## 4: Artists

- Support the Festival Producer and Artist Liaison Coordinator on all aspects of artists travel and riders where necessary
- Secure and insure vehicles with the Festival Team for artist transport

## 6: Insurances

- Ensure all details for annual insurances are received from the Festival Producer
- Liaise with the Festival Producer to ensure that all venues, instruments (where applicable) and fine art/craft objects (where applicable) are covered under our festival insurance

## 7: Policies and CPP

- Support the Festival Team in updating the Child Protection and other policy document each year as required
- Attend courses (where necessary) with Arts Council, Health Services Executive on issues to do with Child Protection, Safe to Create, EDI Training
- Manage/oversee the distribution of relevant policies on behalf of the Festival and ensure all staff and volunteers are given a copy of policies and sign a form saying they have read and understand its requirements

## 8: Festival Club

- Support the Festival Team in securing and operating the Festival Club

## **Person Specification**

### **Essential**

- Minimum of 3 years' experience as an administrator with an excellent understanding of the project management cycle of events
- Knowledge and experience of SAGE accounts systems
- Strong leadership and interpersonal skills with the ability to forge strong relationships internally and externally
- Broad experience in managing a complex workflow appropriate to the cycle of festival-making
- Excellent communication and negotiation skills
- Experience in understanding and managing budgets
- Excellent organisational skills and the ability to work under pressure to multiple deadlines
- A self-confident and energetic team player capable of working to exacting deadlines with the minimum of supervision
- Flexible, determined and rounded individual with a pragmatic approach to problem solving
- Excellent computer skills including MS Office

## **Desirable**

- Previous experience of festival/events sector
- Level 6 qualification or equivalent
- Experience in hiring and managing seasonal staff
- Full clean driving licence and access to car

## **About the position**

### **Terms and conditions of employment**

- Position will include a six-month probationary period
- The role is offered initially as a three-year full-time contract
- The role is based in Kilkenny City
- The position holds an entitlement of 22 days holiday per year, negotiable.

### **Salary**

€33,000 - €38,000 per annum, commensurate with experience.

### **How to apply**

To apply for this position, please send a CV and a covering letter of no more than three pages, in a single document, outlining your interest in and suitability for the role to: [info@kilkennyarts.ie](mailto:info@kilkennyarts.ie). Should you have any queries, please contact Céline Reilly at the same address, or +353 56 776 3663.

**The closing date for applications is Monday, 31<sup>th</sup> of March.**

All communications relating to this recruitment will be handled in strictest confidence.

ENDS