



COUNTY WICKLOW ARTS CENTRE

Artistic Director/CEO

Candidate Information Booklet

About The Role

Mermaid County Wicklow Arts Centre seeks to appoint a visionary Artistic Director/CEO to lead the centre into its next exciting phase of development.

The ideal candidate will be a person with exceptional leadership skills who will demonstrate a clear artistic vision and steady pathway for the future development of the centre and its programme. The Artistic Director/CEO is responsible for the curation of the programme and full sign off on its implementation. Balance with regard to artistic ambition, audience development and economic stability will be a key requirement from the Board in the Artistic Director/CEO's approach.

The Director reports to the Mermaid board and has responsibility for the strategic development and sound financial management of the arts centre and for overseeing a turnover usually in excess of €1.2 million.

On October 6 2024, Mermaid will launch a new strategic plan (2024-2027), which will be available to share with potential candidates.

Mermaid's most recent Annual Report (2023) can be found [here](#).

About Mermaid

Mermaid Arts Centre is County Wicklow's creative engine-room.

Since 2002, our building has been a celebratory stage for artists and communities locally. We believe in the power of shared experience and connection, and in the right to freedom of artistic expression and creation for all.

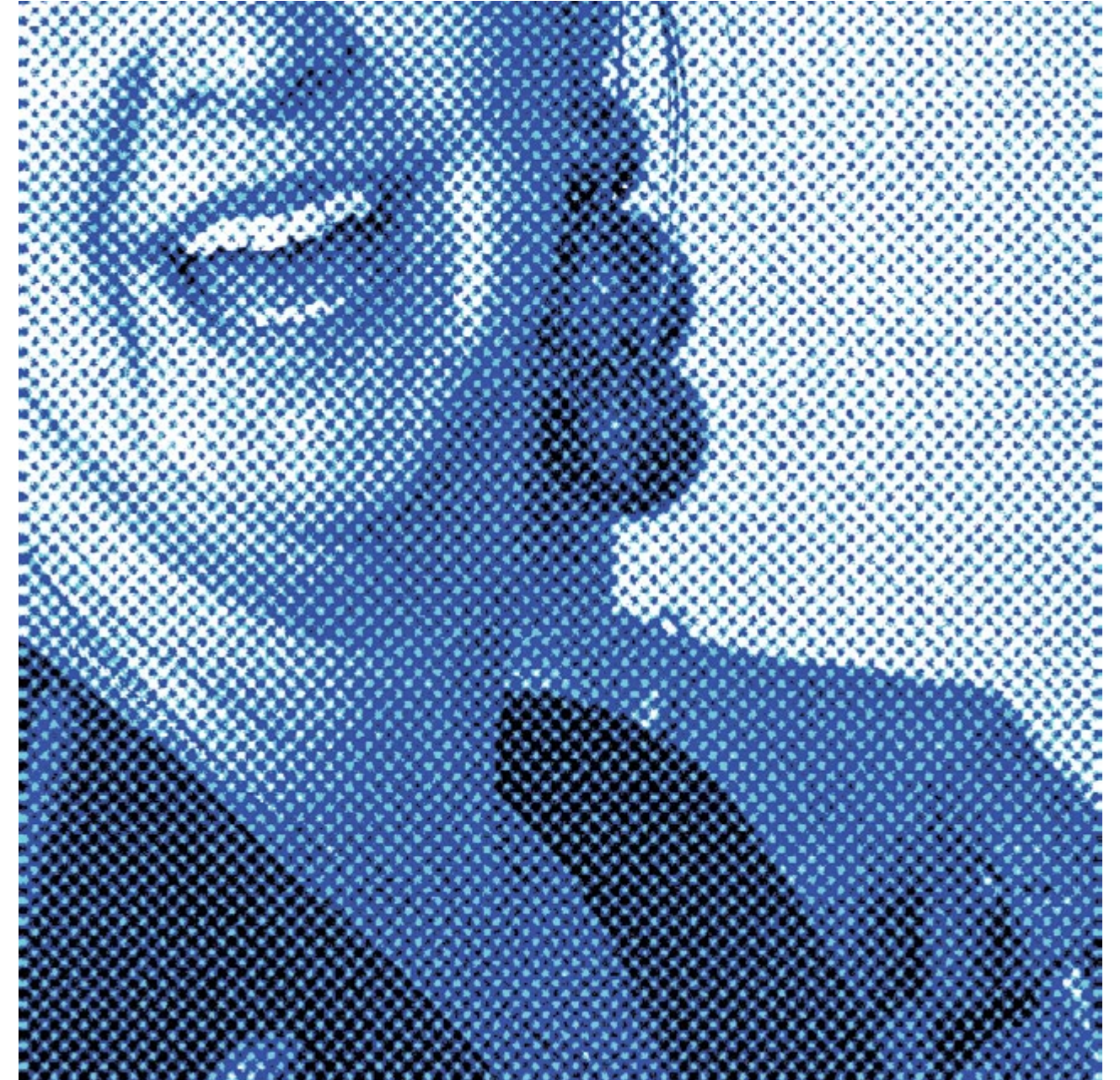
Located in the heart of Bray, a vibrant town with a thriving artistic community and enthusiastic audiences, our vision is to be the arts centre of choice for Ireland's artists, driving impact in our role as the engine-room of creativity, embedding and activating co-creation opportunities in key communities across Wicklow.



Mermaid is a place of interaction between artists and the public. Artists and audiences are at our heart and we are a centre for fun, entertainment and for making and enjoying art. The Centre exists to enrich the communities of County Wicklow, by providing and encouraging participation in quality artistic experiences as a leading centre for the arts in Ireland.

We do this by:

- Gathering artists and audiences together to create, participate in and enjoy unforgettable artistic experiences.
- Providing an artist-led creative hub and artistic resource for artists and companies in County Wicklow, working in both professional and amateur contexts.
- Sustaining the work of artists through employment opportunities, advocacy, and practical supports for their creative development.
- Enriching the lives of all communities in County Wicklow through the creation, co-creation, and presentation of a diverse programme of excellent contemporary arts experiences.



Person Specification

The Artistic Director/CEO should show leadership and be enterprising and professional with the necessary business and managerial acumen required for this exciting position, including the following skills and experience.

Skills

- Excellent artistic and organisational leadership.
- Ability to work effectively with the team and board and will be a skilled communicator and collaborator.
- Leadership capacity to elevate the profile of the Centre locally and nationally.
- Demonstrated ability to manage relationships with key stakeholders and advocate for the sector.

Experience

- Have experience in programming and ideally have experience of managing a venue.
- Have 3 to 5 years' experience of managing significant teams and budgets, and contract negotiation, within an arts environment.
- Demonstrated experience of team welfare, including safety, training and development.
- Have a good understanding of the challenges of audience development for a regional multi-disciplinary arts centre.

Competencies

- Have excellent knowledge of contemporary arts practice across disciplines including visual art.
- Show leadership judgement, analysis and decision-making management.
- Interpersonal and communication skills.

Duties & Responsibilities

Strategic Planning & Development

The successful candidate will collaborate with the Board of Directors, to:

- Grow and strengthen Mermaid County Wicklow Arts Centre, its vision and all its activities within the ethos of inclusivity, diversity, equality and equity.
- Develop, maintain, monitor and evaluate a three to five-year strategic plan.
- Develop and maintain strong relationships, networks and partnerships with key stakeholders.
- Lead a small high performing team in the support of artists making work across disciplines and to present the work to a diverse range of audiences.
- Inspire, motivate, manage, support and enhance the centre's team in all of their work.
- Ensure the organisation meets proper governance practices, health and safety requirements and documentation, in collaboration with the General Manager.
- Champion the organisation locally and nationally promoting the core values of the centre and advocate for County Wicklow artists.
- Fulfil any other duties as may be required by the Board of Directors.

Financial Control, Management & Strategy

The Artistic Director/CEO has responsibility for:

- Overseeing the updating of budgets, managing income and expenditure, ensuring robust financial management strategies, and long-term sustainable financial planning, all in consultation with the General Manager and Administrator.
- Supporting the financial reporting of monthly and quarterly management accounts, liaising with the General Manager and Administrator, supervising the annual audit and preparation of financial statements in collaboration with auditor and General Manager.
- The management of all contractual negotiations and tenancies through the programme and centre's activities.

Staff Recruitment & Hr Management

The Artistic Director/CEO is responsible for:

- The recruitment of core staff, staff contracts as well as training and appraisal, in collaboration with the General Manager.
- Line-managing all team members and departments and various staff.
- Overseeing the equality and diversity policy throughout the practice of the organisation.

Operational

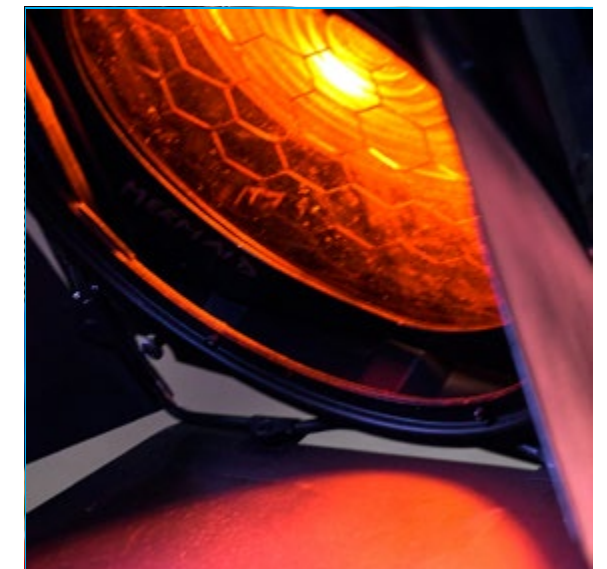
The Artistic Director/CEO has responsibility for:

- Ensuring the centre's objectives and activities are communicated effectively internally, externally, and to all stakeholders, working with the team to ensure excellent customer service is delivered on a consistent basis
- Supervising the management of all programme and activities ensuring each Head of Department delivers the aspects of their role on time and within budget.
- Meeting the organisation's insurance, legal, contractual and statutory requirements in collaboration with the General Manager
- Overseeing the smooth day-to-day operations of the centre
- Overseeing the management of box office and their systems
- Maintaining the capital requirements and investment in the building into the future.

Communication, Fundraising & Development:

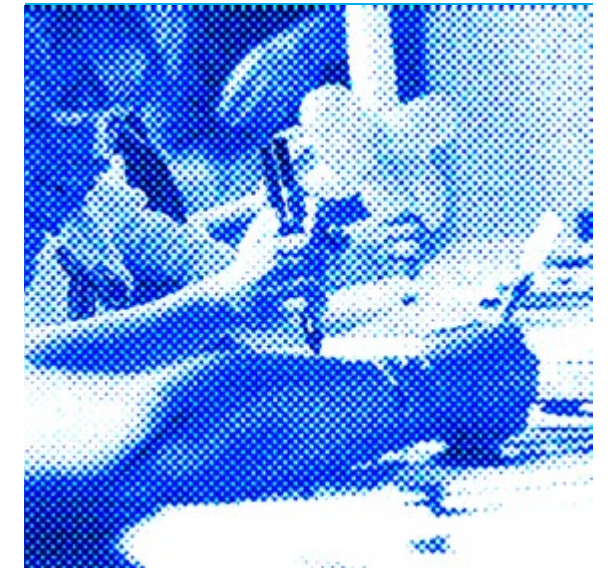
The Artistic Director/CEO is responsible for:

- All funding applications and reports and for assisting in the strategic planning and development of old, new and potential income strands, in collaboration with the General Manager.
- Cultivating, securing and managing relationships with commercial sponsors and partners.
- Cultivating and maintaining good relationships with key partners including Wicklow County Council (WCC), Arts Council, The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media and all other funders and stakeholders.
- Identifying and developing productive relationships with strategic partners, in both the public and private sector to enhance the centres primary objectives.
- Supporting the successful implementation of the comprehensive marketing and PR strategies and budgets including institutional marketing and friend's scheme.
- Coordinating reports to stakeholders and funders as required.



Terms & Conditions of Employment

- The Artistic Director/CEO position offers a 3-year contract.
- The position will include a 9-month probationary period.
- This is a full-time position with duty at weekends and at night (as required) an integral part of the working week.
- Holidays: 25 days (includes Good Friday & 24 December) plus all public holidays.
- The ideal candidate may avail of some blended working arrangements and up to 8 weeks unpaid creative development leave subject to negotiation on appointment.
- Salary range €60,000-€65,000 per annum commensurate with experience.
- Post is subject to Garda Vetting for successful applicant.



Application Process

1. Application closing date:
Monday 21st October 2024 at 12pm.

2. First interview date:
Friday 1st November 2024.

3. Second interview date:
Friday 8th November 2024.

4. Intended start date:
as soon as possible.

Applications should be emailed to
recruit@mermaidartscentre.ie by
Monday 21st October 2024 at 12.00pm.

If you wish to speak with us in confidence, in advance of your submission, please contact our independent Recruitment Advisor, Cian O'Brien at cian@cianobrienarts.com for an informal & confidential discussion.

Mermaid County Wicklow Arts Centre is an equal opportunity employer and welcomes applications from all sections of the community. Mermaid is committed to a diverse workplace, and to supporting our team with ongoing career development opportunities. We particularly encourage applications from members of groups who are underrepresented in the cultural sector.

If you have any access requirements or additional needs, please let us know and we will find a way to support and facilitate your application. We are committed to providing as much support as possible to individuals. Queries can be directed to our recruitment advisor Cian O'Brien, cian@cianobrienarts.com

Mermaid is core funded by Wicklow County Council and the Arts Council / An Chomhairle Ealaíon.

Application Guidelines

Applications should be emailed to recruit@mermaidartscentre.ie by Monday 21st October 2024 at 12.00pm.

Candidates are Invited to Submit:

- A CV outlining relevant experience.
 - Maximum of two pages focused on your relevant experience for the role.
 - For recent roles, it would be beneficial to outline the number of teams or team members who reported to you (highlighting whether they were full-time, part-time or on a project basis) as well as your level of budget responsibility.
 - Please present your experience in reverse chronological order.
 - Education & training should be listed.
- A cover letter which must outline:
 - The skills and qualities you would bring to the role;
 - Why you want this role;
 - The challenges of the role and what experiences may have prepared you for overcoming them.
 - The cover letter should be no longer than two pages.
- You must have legal status to work in the Republic of Ireland.

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COUNTY WICKLOW ARTS CENTRE

mermaidartscentre.ie

Mermaid Arts Centre, Main Street,
Bray, Co. Wicklow, A98 N5P1



An Roinn Turasóireachta, Cultúir,
Ealaíon, Gaeltachta, Spóirt agus Meán
Department of Tourism, Culture,
Arts, Gaeltacht, Sport and Media