

Coiste Forbartha Charn Tóchair

**Oifigeach Tograí Ealaíon** /

 Arts Project Officer

**Cur Síos Poist (Leagan Béarla)**

Job Description (English Version)

Job Description

**POST:** Carntogher Arts Projects Officer

**PAY:** £25,000 pro rata (full-time equivalent £31,250)

**Term of contract** Fixed term – until 30th June 2025 with possibility of extension depending on funding.

**Hours of work** 30 hours (This will include working some unsociable hours including evenings and weekends for events.)

Carntogher Arts Project has been running since 2015, and offers a diverse range of bi-lingual Art activities and events to help establish and develop the Arts within the Carntogher area. Over the years the project has provided a vast amount of opportunities for people of all ages and abilities to experience the Arts in many forms and also provided many Artists/Performers with a unique surrounding in which to express their artistic skills. Now firmly established as a Strategic Arts and Cultural Development organisation by Arts Council NI & Mid Ulster District Council, Carntogher Community Association is recognised as a leading Arts provider within the council area. We are the sole Arts and Cultural provider in the Mid Ulster Council area to have a completely bilingual Arts project, focussing on the importance of all forms of Arts and cultural activities. The Association is currently seeking an Arts Projects Officer to help deliver this project and carry out the following duties:

**JOB PURPOSE**:

1. To develop a full and varied programme of performance, arts classes, educational activities, workshops, musical events and exhibitions and administer this provision.
2. To complete annual Grant Funding application to ACNI. The post holder will also be required to prepare for, attend and minute Carntogher Art Subcommittee meetings
3. Liaising with arts and cultural providers, freelance workers, tutors and key stakeholders (ACNI & Mid Ulster Council) to ensure the programme of events is delivered efficiently.
4. Arranging performer / tutor contracts
5. Marketing & PR - Support the promotion of the projects through social media as well as traditional print media.
6. Updating and managing online booking systems
7. Arranging technical requirements and support with technical set-up for events.
8. Complete administration around project budget and financial recording

**Essential Criteria:**

 1. (a) Third level qualification or equivalent in a relevant subject

 (b) A minimum of 2 years’ experience involved in the co-ordination, administration and delivery of projects.

 2. Evidence of the ability to communicate effectively and work as a member of a team.

 3. Evidence of good organisational skills, the ability to work unsupervised and under pressure.

4. Evidence of experience in the use of IT systems including the Internet, Email, Databases, Power-point Presentation, Spreadsheets (Excel) and word processing.

 5. Evidence of experience in effectively managing a budget.

6. Hold a current driving licence and have access to a car to fulfil the duties of the post.

Desirable Criteria:

* High level of written and spoken Irish
* Experience of working in an Arts environment e.g. events planning, front of house, performances, exhibitions.