

Director - Information Pack

Create is the national development agency for collaborative arts in Ireland. As the leading agency and resource organisation for collaborative, socially engaged arts, Create's programmes are developmental in nature and ambitious in intent. The board of Create now seeks to appoint a **dynamic, highly motivated individual**, with excellent interpersonal skills and leadership qualities to manage the organisation through the next stage of its exciting development. The Director is the chief executive of Ireland's development agency for collaborative and socially engaged arts practice. Leading Create and thereby **leading the agenda for collaborative arts practice** in Ireland is central to the role of Director.

Create's work initiates cross-sectoral national and international partnerships which support artists and communities to co-create work of depth, ambition and excellence. We place a high value on research and learning; we are constantly reviewing, recalibrating and representing our work, so that more people can access the power of the arts and participate in shaping a better, more inclusive and culturally tolerant world.

Create is a **robust, renewed and forward-looking organisation** with a collegial, collaborative team of eight. Organisational expertise includes arts programming, community development, advocacy, equality and diversity programming and policy work and a firm commitment to collaborative arts' transformational power within society.

The Arts Council's annual Strategic Funding award is the organisation's primary source of financial supports and investment

Create's Strategic Funding for 2022 is €375,000.

Turnover for 2021 was €787,000.

Key Responsibilities

- Work closely with the Board of Directors in leading the organisation, ensuring that the Board is properly supported to fulfil its role and responsibilities
- Lead a multi-skilled executive to ensure that the organisation designs and delivers its programme of work in line with its current Strategy as well as funding agreements and programme contracts in place with partners
- Shape the programme of Create, in line with the Strategy and in tandem with the perspectives and expertise of staff and external partners, taking due account of available resources
- Oversee the management of Create's resources – human, financial, social – to best harness the delivery of work programmes, in accordance with funding agreements and relevant legislation and regulation
- Demonstrate through communications - written/oral, formal/informal – a capacity for thought leadership, articulating with clarity and conviction the distinctive importance of collaborative, socially engaged arts and its significant contribution to artistic, social and civic life
- Act as the chief spokesperson for Create and seek out advocates and champions, nationally and internationally



create national development
agency for collaborative arts

Vision and Leadership

- Demonstrate clear artistic leadership and an understanding of ambitious programming as it relates to the primary remit of Create as a resource organisation and development agency for collaborative arts
- Lead best and next practice in collaborative art in Ireland through innovative partnership, international outlook and strong knowledge of the field
- Continue a commitment to equality, diversity and human rights, inclusion, accessibility and environmental sustainability across all of the organisation's activities
- Advance research and learning opportunities in the field of collaborative and socially engaged arts for artists and cross sectoral partners, reflective of and adapted to practice, in response to the needs of artists and community partners

Financial/ Income Generation

- Ensure Create itself is appropriately and sustainably resourced to secure a work programme of ambition, quality and breadth - this includes preparing the Arts Council Strategic funding application
- Work with the Board to identify new funding partners with the goal of diversifying income streams for the organisation
- Set and ensure the implementation of short and long-term business strategies in line with the organisation's Vision and Mission
- Be responsible for overseeing the sound financial management and viability of the company, including internal systems and controls
- Build and maintain productive relationships with funding partners and investors

Human Resources/ Operations

- Ensure the organisation's structure is appropriate and aligned to achieve and deliver its strategic objectives
- Lead, manage and motivate all staff, including freelance and volunteer, in a fair and equitable manner
- Ensure the organisation adheres to all employment, legal, contractual, financial, and other statutory and regulatory obligations
- Be responsible for policy development and review across all areas of the organisation (operations and artistic)
- Ensure the safety and wellbeing of all staff, freelance consultants, partners, and other stakeholders
- Ensure clear administrative and operational systems are maintained across the organisation

References for the applicant

[About Create](#)

[Create's Strategy, Connect Create Change; Leading Collaborative Arts in Ireland 2020- 2025](#)

[Creative Places Tuam](#)

[CAPP Network](#)

Experience/ Skills

The ideal candidate will:

- Exhibit a deep knowledge of the field of collaborative arts
- Have a track record of ambitions, successful leadership in a senior role in the arts, creative industries or allied sectors, excellent management skills and experience of managing significant budgets
- Demonstrate an understanding of the needs of the sector
- Exhibit experience of business planning, setting and implementing strategy
- Value the centrality of community-based expertise and the importance of both duration and relation with reference to collaborative arts
- Demonstrate excellent communication and presentation skills

Personal Qualities

The ideal candidate will:

- Demonstrate excellent interpersonal skills
- Maintain and build upon an existing organisational ethos of collaboration and care – between and for staff, artists, partners, and other stakeholders
- Welcome diverse perspectives that challenge thinking and enrich practice
- Be a natural communicator and collaborator
- Be a clear thinker and excellent decision-maker
- Demonstrate integrity in their own behaviour and in dealing with others

Terms and Conditions

The post of Director is a fulltime position offered on the basis of a fixed-term contract of employment for a period of five years.

There is a probationary period of one year and performance reviews will be completed with the board at six months from appointment.

There will be an induction and hand-over process ensuring a smooth transition.

Salary Range

€63,000 - €68,000 pa

New employees enter salary scales at the minimum point

Benefits Offered

Annual leave entitlement of 23 days per annum, plus 8 closed days (7 at Christmas and 1 at Easter).

Flexible Working Hours and Working Arrangements

Access to Cycle to Work Scheme

Access to TaxSaver Scheme

Employee Assistance Scheme

Location

Create office – Temple Bar, city centre Dublin

Application Process

Applications should include a cover letter, outlining why you are suitable for this role, with a full CV and two named referees.

Completed applications should be submitted by email only to recruitment@create-ireland.ie with “Director application” in the subject line.

The deadline for applications is **Thursday 21st April** 2022 at 17:00 GMT. Applications received after this date and time will not be accepted.

Interviews will be held in Dublin on **Thursday 26th May** 2022.
Second interviews will be held in Dublin on **Thursday 2nd June** 2022.

Create is committed to equal opportunities and diversity in its employment policy, practices and procedures.

Create is committed to respecting and protecting your privacy. We collect different kinds of personal data about prospective employees to manage the recruitment process and meet our legal obligations. It is Create's policy that this information is processed in accordance with Data Protection law. Records relating to the recruitment process will be retained for 1 year.