



**create national development  
agency for collaborative arts**

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[www.create-ireland.ie](http://www.create-ireland.ie)

[www.creativeplacestuum.ie](http://www.creativeplacestuum.ie)

## Position Summary

Post Title:	<b>Research and Learning Programmer</b>
Post Status	Part-time (3 days), three-year fixed-term contract
Location	Create office, Temple Bar, Dublin City Centre with optional hybrid working
Reports to:	Director
Salary:	€26,700 (€44,500 pro rata)

Closing date for applications is **Thursday 8<sup>th</sup> December 2022**.  
Interviews will be held in Dublin or online on 15<sup>th</sup> December 2022.

You can read more about the Application Process in Appendix 1.

## About Create

Create is the leading resource organisation for collaborative arts in Ireland. Create's mission is to lead the development of collaborative arts practice, provide opportunities for exchange and interaction that engage and benefit artists and communities, strengthen the contribution of the arts to society and encourage the creation of exceptional art that reflects and responds to our times. The organisation plays an important role in furthering public policy for the arts, as set out in Arts Council strategy, Making Great Art Work (2016-2025). Create is held in high regard for its contribution to the development of collaborative arts. It offers leadership in thinking and ideas about current practice and its requirements, and advocates the value of collaboration and partnership. The role of Research and Learning Programmer is key to providing services and resources to advance learning and understanding about collaborative arts within the cultural sector and across other related fields.

The Research and Learning Programmer is a busy, varied and exciting role which presents the successful candidate with an opportunity to make a real contribution to the organisation's development and to its continued success in the coming years.

## **Function and overall purpose of the post**

To advance Goal three of our current Strategy which is to be Ireland's expert resource, network forum and research engine for cultural, cross sectoral and international knowledge about collaborative arts.

The Research and Learning Programmer is a key member of the Create team and will work closely with other staff to ensure the optimum development of the field of collaborative arts in line with the organisation's strategy.

## **Duties and Responsibilities**

### Creative / Artform Development

- Develop research and learning strategies in line with Create's strategic priorities, facilitating cross-sectoral learning and exchange about collaborative and socially engaged practice nationally and internationally
- Build a research 'community of practice' through engagement with partners in academia, the arts and diverse communities of interest and place
- Develop Create's dedicated Resource Reading Room so that it serves as a dynamic hub for learning and exchange between artists and community and civil society partners and within that a Living Archive of Collaborative arts as a resource to the sector
- Contribute to the wider Create programme, working with colleagues to design professional development workshops and fora such as the Networking Day
- Develop Create learning initiatives such as the Summer School with Counterpoints Arts and publishing initiatives such as the forthcoming book on socially engaged art in Ireland with Centre for Socially Engaged Practice-based Research at TU Dublin and Fire Station Artists' Studios
- Support the rollout and development of the Artist in the Community Scheme
- Support colleagues across the organisation to define relevant and informative feedback and data collection systems
- Maintain a detailed knowledge and understanding of collaborative and socially engaged arts in Ireland and overseas, including new trends and directions

### Strategic / Organisational Development

- Build strategic partnerships and relationships with aligned organisations
- Sustain positive relationships with key local and national partners and stakeholders
- Support the organisation to communicate its impact externally to a range of key Stakeholders
- Work with colleagues across the organisation and with the communications manager to consider creative and digitally-enabled communication of sector data and impact
- Assist the Director with research-related grant writing and identifying funding

- opportunities
- Represent Create externally including at events, activities, meetings and gatherings

#### Administrative / Other

- Manage a programme budget and spending
- Maintain archives of project documentation
- Maintain a database of relevant contact

### **Person Specification**

As a liaison between colleagues, diverse artists, communities and external stakeholders, the role requires significant project management abilities and communications skills combined with experience of working with collaborative and socially engaged artists and an understanding of the challenges of collaborative arts practice. Given the geographic spread of collaborative arts practice, the role will involve travel and attendance at events and performances.

### **Personal Qualities**

- Self-disciplined, organised and self-motivating
- Ability to work in a team, contributing ideas, supporting team members and taking a lead role on projects as required
- Adaptable and receptive to new ideas and initiatives
- Ability to work under pressure and manage competing deadlines
- Excellent interpersonal skills with an ability to listen, build rapport and communicate with artists and partners at all levels
- An analyst who can identify individual issues, always aware of the big picture
- Energetic and committed to the ethos, values and ambition of Create

### **Professional Competencies**

- Ability to communicate effectively verbally and in writing
- Ability to present publicly on behalf of Create about the intersection between research and collaborative / socially engaged art practice
- Display a sound understanding of equality issues and ability to appreciate, value and learn from other cultures and perspectives
- Proven networking skills demonstrating the development of good partnerships with individuals and organisations
- Proven appreciation of and ambition for the role of arts and culture in communities
- Extensive knowledge of contemporary collaborative and socially engaged art practices

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. It is not intended as inclusive of all duties an individual in this position might be asked to perform that may be required either now or in the future.

**Terms**

The Salary will be €26,700 per annum with a 6-month probationary period.

**Benefits**

- Holiday entitlement of 14 days per annum (23 days pro rata), in addition to public holidays, and an additional 8 closed days – 7 at Christmas and 1 at Easter
- Flexible Working Hours and Working Arrangements - Create staff are currently working on a hybrid basis
- Access to Bike to Work Scheme
- Access to TaxSaver Scheme
- Employee Assistance Scheme

**Location** Create Office, Temple Bar, Dublin City Centre

## **Appendix 1 - 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 to [recruitment@create-ireland.ie](mailto:recruitment@create-ireland.ie) with “Research and Learning Programmer” in the subject line.

The deadline for applications is Thursday 8<sup>th</sup> December 2022 at 5pm. Applications received after the closing date and time will not be accepted.

Interviews will be held in an accessible location in Dublin on Thursday 15<sup>th</sup> December 2022.

Create is committed to equal opportunities and diversity in its employment policy, practices and procedures. If you feel you need assistance with your application or need to apply in a different format, please contact [recruitment@create-ireland.ie](mailto:recruitment@create-ireland.ie) or phone (01) 473 6600 with details.

Create is committed to respecting and protecting the privacy of applicants. 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.