



create national development
agency for collaborative arts

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Briefing – AIC Scheme Development Support

The Artist in the Community (AIC) Scheme, managed by Create on behalf of the Arts Council, supports artists and communities to work together on innovative collaborative arts projects.

Create's management of the scheme contributes to our strategic goals ([Connect Create Change: Leading Collaborative Arts in Ireland](#)) and recognises the nature of collaborative arts practice as relational and durational. The opportunities provided by the AIC Scheme include funding for artists to undertake research & development work, project realisation awards for communities, artists' bursaries and residencies, and other tailored developmental support and resources.

Due to the success of the scheme, Create needs additional support to enable us to respond to growing interest and to advance current development plans. We are looking for someone with a keen interest in, and experience of, collaborative and socially engaged arts to assist on key projects. Working with the Programme Manager - Arts & Engagement, we are offering a temporary assignment that will support our work, and encourage and sustain a growing and diverse network of practitioners and communities.

The assignment will focus on the following:

- Supporting the administration and operation of the AIC Scheme
- Disseminating opportunities, events and initiatives to engage diverse artists and communities
- Offering advice to artists and communities, potential applicants and awardees
- Assisting selection panels process and evaluate applications and offer feedback to applicants
- Gathering research and evaluation data and analysing sectoral development needs
- Curatorial support for delivering opportunities and devising new supports

We are looking for a practitioner/creative professional who understands the challenges and diversity of practice and appreciates the importance of equality, diversity and human rights in collaborative arts. They will be expected to communicate across a multi-skilled team, contribute ideas and offer support as required. Given the geographic spread of practice, the assignment may involve occasional travel to events and activities regionally and nationally.

This engagement is for an initial period of 6 months. Create reserves the right to extend the contract further, subject to funding and agreement with the contractor.

The assignment will require an availability of 2-3 days a week, distributed unevenly over the term. A detailed schedule will be agreed in advance with the Programme Manager - Arts & Engagement.

Budget Provision

Create has set a budget of up to €12,000 (inclusive of expenses and VAT). Applicants are advised to take this into account and not to exceed this amount in preparing their proposal.

A limited amount of additional expense, such as for travel to specified events, may be considered. Any expenses will be subject to agreement in advance.

Application Process

Applications must be emailed to recruitment@create-ireland.ie with “AIC Scheme Development Support” in the subject line.

Please include

1. A cover letter of two (max) A4 pages
2. CV with details of qualifications, expertise and roles in relevant projects, plus names and contact details of two referees. We will not contact referees without advance notice.
3. Proposed rate of pay, daily or hourly, (inclusive of VAT) and an indication of any additional charges and the circumstances where these might apply.

Deadline: Friday 1 December 2023

We will meet shortlisted candidates, either online or at an accessible location in Dublin, on Friday 8 December 2023.

The selected candidate should be available to commence immediately, due to the short-term nature of the initial contract.

Create is committed to equal opportunities and diversity in policy and practice.

Create respects and protects the privacy of individuals. We are collecting different kinds of personal data to manage this process. It is our policy that this information is managed in accordance with Data Protection law and regulation. Records relating to this process will be retained for three months.