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www.create-ireland.ie

Position Summary

Post Title:	AIC Scheme Support Officer
Post Status:	Part-time (3 days), fixed-term contract
Location:	Create office, 2 Curved St, Temple Bar, Dublin 2
Reports to:	Director
Salary:	€21,600 (€36,000 pro rata)

Closing date for applications is **Thursday 9 January 2025**.

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

About Create

Create is Ireland's national development agency for collaborative arts. 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.

About the role

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, mentoring and other tailored developmental support and resources.

Due to the success of the scheme and the intensive nature of the supports we offer, Create requires 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 in delivering a high quality funding process. Working with the Programme Manager, we are seeking an individual that will support our work and encourage and sustain a growing and diverse network of practitioners and communities.

The position has recently been filled on a freelance contract basis and we are now in a position to recruit for the role as a fixed-term employee.

Job Description

Title: AIC Scheme Support Officer
Term: Temporary, 1 year fixed term
Hours: 21 hours (3 days) per week
Holidays: 14 days per year (equivalent to 23 days pro rata), plus statutory holidays
Reporting to: Programme Manager

Overall purpose of post

Supporting the administration and delivery of the Artist in the Community Scheme funding scheme and related supports for applicants.

Duties

- Supporting the ongoing 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
- To undertake appropriate training when required
- To perform such other duties as may reasonably be required of you by the organisation

Person Specification

We are looking for an individual who understands the challenges and diversity of practice and appreciates the importance of equality, diversity and inclusion 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.

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 tasks 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 represent Create in a professional manner when fielding queries and dealing with external stakeholders
- Proven administrative skills demonstrating the ability to manage budgetary and technical tasks
- Display a sound understanding of issues around equality, accessibility and health & safety
- Understanding and appreciation of the role of arts and culture in communities

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 €21,600 per annum (€36,000 pro rata) with a 6-month probationary period. This is a fixed-term contract for a period of 1 year. Create reserves the right to offer an extension to the contract, subject to continued funding.

Benefits

There is a 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 work on a hybrid basis in line with company policies

Access to Bike to Work Scheme

Access to TaxSaver Scheme

Employee Assistance Scheme

Location Create office, 2 Curved Street, Temple Bar, Dublin

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 with “AIC Scheme Support Officer” in the subject line.

The deadline for applications is **Thursday 9th January 2025 at 5pm**. Applications received after the closing date and time will not be accepted.

Interviews will be arranged with suitable candidates as soon as possible.

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 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.