



PEACEPLUS

Northern Ireland - Ireland

Co-funded by the



European Union



UK Government



Riailtas na hÉireann
Government of Ireland



Northern Ireland
Executive
www.northernireland.gov.uk



create national development
agency for collaborative arts

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Position Summary

Post Title: **Festivals Connect Coordinator**
Post Status: Part-time (3 days), three-years and six-months fixed-term contract
Location: Remote with some days at Create's office, Temple Bar, Dublin
Reports to: Director
Salary: €27,041 (€45,068 pro rata)

Closing date for applications is **5pm, Wednesday 1st October 2025**.

Interviews will be held in Dublin or online on Friday 10th October 2025.

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

About Create

Create is Ireland's national development agency for collaborative arts. Our work initiates cross-sectoral national and international partnerships which support artists and communities to co-create work of depth, ambition and excellence.

Our mission is to lead the development of collaborative arts practice by enabling artists and communities to create exceptional art together. As a resource organisation we offer supports for artists working in social and community contexts. These include professional development, mentoring, project development support, commissioning and project opportunities as well as research and training.

About the role

Connect is a new four-year project supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB). The project is led by the British Council and is implemented in partnership with Create and Politics in Action (Northern Ireland), and with the support of the Arts Council of Ireland and Arts Council of Northern Ireland as associate partners ensuring cross-border representation at the forefront.

One of the three main work packages of the project is Festivals Connect: A programme aiming to engage with existing festivals of all forms and sizes, learn about their different approaches "to festival making and place making" and provide a range of opportunities, centred in cultural democratic approaches that foster collaboration, interaction and expression, to improve their reach in diverse local communities, equip them with the skills to work with socially engaged artists and building sustainable structures to continually develop community-led programmes and partnerships.

The role of Festivals Connect Coordinator is key to successfully managing this significant project. They will have oversight of the Festivals Connect work package and liaise with the lead partner on meeting the aims and objectives of the project over the coming years.

The Festivals Connect Coordinator is a busy, varied and exciting role which presents the successful candidate with an opportunity to make a real contribution to the development of Create and collaborative arts practice across Ireland.

Function and overall purpose of the post

To coordinate the successful delivery of the Festivals Connect work package of the Connect project, overseeing timelines, budget and subcontracting in line with the project plan.

The Festivals Connect Coordinator 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 wider understanding of collaborative, socially engaged arts practice across Ireland with a particular focus on Northern Ireland and border counties
- Build a 'community of practice' through engagement with partners in collaborative arts, festivals, community development and arts management
- Contribute to the wider Create programme, working with colleagues to support the core work of the organisation
- Support colleagues across the organisation to define relevant and informative feedback and data collection systems
- Maintain a good knowledge and understanding of collaborative and socially engaged arts in Ireland and overseas, including new trends and directions

Strategic / Organisational Development

- Sustain positive relationships with key local and national partners and stakeholders, in particular the British Council, Politics in Action, the Arts Council of Ireland, and the Arts Council of Northern Ireland
- Support the communication of the Connect project's impact externally to a range of key stakeholders
- Represent Create externally including at events, activities, meetings and gatherings

Administrative / Other

- Manage a significant programme budget and track all relevant spending
- Coordinate procurement and contracting for activities within the project work package
- Maintain detailed project documentation and compile relevant reporting for the lead partner and funders
- Maintain a database of relevant contacts throughout the project
- Ensure all project activities adhere to relevant guidelines from SEUPB, including communications guidelines

Person Specification

As a liaison between diverse partners and stakeholders, including artists, festivals, contractors and volunteers, the role requires outstanding project management abilities and communications skills combined with a solid understanding of socially engaged art practice, as well as an understanding of public funding and, in particular, EU funded projects.

Given the geographic spread of the project, the role will involve considerable travel and attendance at events throughout Northern Ireland and the border counties which are the focus of the PEACEPLUS funding programme.

Personal Qualities

- Self-disciplined, highly organised and self-motivating
- Ability to work in a team, contributing ideas, supporting team members and taking a lead role on projects as required
- 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, but always aware of the bigger picture
- Adaptable and receptive to new ideas and initiatives
- 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 and project partners
- Familiarity with public procurement guidelines and related processes
- Strong project management and budget management experience
- 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

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 €27,041 per annum with a 6-month probationary period.

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
- Access to Bike to Work Scheme
- Access to TaxSaver Scheme
- Employee Assistance Scheme

Location

Remote with some days at Create's office, Temple Bar, Dublin

Employment

The successful candidate will be employed by Create in Ireland and paid in Euros. Given the geographic focus of this work, applicants living in Northern Ireland may be interested to apply. Find information on cross-border workers on [the Citizens Information website](#).

More information

Create - www.create-ireland.ie

British Council - www.britishcouncil.ie

PEACEPLUS - www.seupb.eu/peaceplus

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 "Festivals Connect Coordinator" in the subject line.

The deadline for applications is Wednesday 1st October 2025 at 5pm. Applications received after the closing date and time will not be accepted.

Interviews will be held in an accessible location in Dublin, or online, on Friday 10th October 2025.

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.