



## **Executive Producer Role (F/T)**

### **Job Information Pack**

November 2021

## **ABOUT CARLOW ARTS FESTIVAL**

Carlow Arts Festival (CAF) is an annual multi-disciplinary Arts Festival which takes place in Carlow each June and is the first of the summer Arts Festivals in Ireland. We value Inclusion, Audacity, Fun, Passion and Preparedness. Our Place is Carlow.

In 2020 the festival undertook a period of strategic planning to address the impact of Covid-19 on how we make and present our festival. It also allowed us to introduce new working models that could influence the more long-term working practices within our festival.

This strategic review resulted in development of a short to medium-term three-year strategic plan (2021-23) which focuses on five key strategic goals for the period 2021-23:

- **SUSTAINED COMMITMENT TO ARTISTIC EXCELLENCE + ARTIST DEVELOPMENT** by instigating a more formal artistic development approach in the programme from 2021 focused on dance, street art and circus artists, combining mentoring, on-site training and showcases.
- Making **INCLUSION + PARTICIPATION** an intrinsic goal, by investing in the long-term, often invisible work of participation, collaboration and engagement with our local community.
- **OPENING UP** by expanding our reach across Carlow County and continuing to build on our central commitment of access to great art for everyone.
- **HARNESSING THE POWER OF DIGITAL TECHNOLOGY** by continuing to rethink, reset and reinvent what we do, the work artists can make and how we reach wider audiences.

- ENSURING THE ORGANISATION FIT FOR PURPOSE by strengthening our partnerships, growing our financial resilience, developing our fundraising capacity and increasing our skills and capabilities in the digital arena.

These goals guide our priorities and decision making as we look to the future under new leadership of our newly appointed Artistic Director and CEO Benjamin Perchet. They are underpinned by our commitment to the intrinsic goals of inclusion and participation, championing accessibility through free access and insisting that the arts are for everyone.

## **EXECUTIVE PRODUCER**

The Executive Producer is a senior management role within the organisation and will work closely with the Artistic Director/CEO to support the delivery of the festival's strategic and artistic goals and ambitions. We're looking for someone who believes in the role of transformative art, diverse perspectives and inclusion, seeks out virtuosic artists to resonate, inspire and collaborate with our local community, and who has strong organisational and entrepreneurial skills. You will be adept at working with and mobilising small teams, local people, funders and other vital stakeholders.

### **JOB DESCRIPTION**

We are now seeking to appoint an Executive Producer to take the lead in the planning, implementing and delivering the festival's programme. Duties will include financial management, human resources, maintaining and nurturing relationships with key stakeholders, strategic and artistic planning, governance, general management of the organisation, creation of fundraising and sponsorship plans, and the overseeing of marketing and audience development plans. We're looking for someone who is passionate about the arts and is an avid consumer of it across all forms and expressions. We want someone who is meticulously organised, administratively strong, with a financial background and who has experience working as a Producer in the arts... meaning they can see and create opportunity, can join the dots between sector role players and funders, and can plan and bring both in-house and invited productions to fruition.

### **RESPONSIBILITIES**

#### **Financial**

- Overall responsibility for core income & expenditure and setting complex individual project budgets in consultation with the Artistic Director/CEO
- Maintain control of budgets at all times, ensuring that the budget forecast is kept up to date
- Financial planning and preparation of management accounts
- Monitoring and managing cash-flow
- Overseeing book-keeping, audit preparation and production expenditure (invoices, Vat returns etc)
- Ensuring compliance with Revenue Commissioner and CRO

- Work with the Board and Artistic Director/CEO to identify and access new sources of revenue, such as foundation grants, partners, philanthropic partners
- Prepare budgets for proposals/funding applications
- Coordinate receipt of grants and payment of invoices from all funding bodies and creditors
- Meeting the follow-on needs of funders, monitoring and advising on compliance with terms and conditions of funding in collaboration with the Creative Producer
- Human Resource Management
- The Executive Producer will lead on organisational management

### **Direct responsibilities**

- Line managing for all core festival staff including Creative Producer, Production Manager, Marketing & Development Manager, Volunteer Manager, Artist Liaison and Outreach Coordinator.
- Engaging, contracting and monitoring performance of key contract personnel
- Box office liaison (including monitoring reports)
- Recruitment and management of interns

### **Liaison with Key Stakeholders**

- Coordinating submission of applications to existing funding bodies (Arts Council, Culture Ireland, Carlow County Council, LEADER, Failte etc)
- Writing inspiring proposals and comprehensive reports to funders and partners
- Representing the organisation in the management of existing relationships with sectoral partners
- A significant role in the negotiation and management of contracts.
- Leading on venue stakeholder management, ensuring a good working relationship is maintained.

### **Strategic Planning**

The Artistic Director/CEO and the Board lead in making key strategic decisions about the future of the organisation, including its structure both in the immediate and longer term. The Executive Producer contributes to and support this work.

The Executive Producer will:

- Support the Artistic Director/CEO in the development, planning and commissioning of work for the festival
- Lead on post event evaluation
- Collaborate on the delivery of the new Strategic Plan (2021 – 2023)
- Oversee governance compliance
- Overseeing communication with the Board, dissemination of information and ensuring all legal obligations in relation to the Board are met
- Ensuring the company's compliance with the Charity Regulator's Governance code including regular reviews
- Ensuring the company's risk register is reviewed annually and kept up to date
- Ensure the company is adequately covered by insurance and is complying with all H&S requirements as determined by Risk Assessment

- Leading on the development, adoption, implementation, and monitoring of all policies including Health & Safety, Employment, Bullying and Harassment, Equality, Accessibility and Artists Pay.

### **Producing**

- Working closely with the Artistic Director/CEO, Production Manager and Marketing Manager to develop a festival production schedule including schedule of key dates and coordination of those dates
- Working with relevant team members to ensure the festival is brought in within budget
- Negotiating and managing all contracting and budgeting related to all aspects of the festival and taking responsibility for expenditure tracking in line with agreed budgets
- Ensuring all departments keep clear records of all expenditure, that returns are prepared and presented in accordance with the company practice, and liaising with relevant staff to ensure budget is not exceeded
- Overall responsibility for the smooth delivery of the key areas of FOH, ticketing, licensing logistics, box-office, first aid cover, security facilities and volunteer management.
- Organisation of core logistics including, visas, first aid cover, licensing, etc.
- Direct management of patrons, and delegates

### **Marketing and communication**

- Working closely with the Marketing and PR personnel, overseeing strategy for festival activities, and engaging relevant professionals as appropriate
- Overseeing audience focused marketing and PR plan/schedule in consultation with Marketing Manager and PR
- Overseeing design process, print and distribution in consultation with the Marketing Manager and Artistic Director/CEO
- Overseeing online marketing plan
- Oversee co-ordination with partner venues box office/front of house manager

### **Professional Development**

The Festival recognises the value of training and development and may plan training events and courses to help improve personnel performance

### **Person Specification**

#### **Attributes and Experience**

We're looking for someone remarkable to take on this challenging and exciting role. As an organisation that seeks to root itself locally, we have a festival office located in Carlow Town. The ideal candidate should be able to work both remotely and attend face to face meetings on a weekly basis. Regardless of where your home base is, you should also be prepared and available to spend time in Carlow throughout the year but in particular in the lead up to the festival.

#### **Essential**

- Vision, motivation and drive
- A recognised qualification and/or substantial relevant experience in the arts, artistic practice, arts administration or cultural leadership
- A demonstrable record of management in an artistic environment
- Significant financial management experience including budgeting
- Excellent literacy and communication skills
- Flexibility and excellent time management skills
- An excellent communicator, strong administrator and a self-starter
- Able to work to tight deadlines under immense pressure

### **Desirable**

- Be strongly networked in the international and national arts sector, having knowledge of the major role players, institutions and stakeholders in the sector
- Have huge enthusiasm for the arts in Ireland and a keen sense of the nuances, issues and challenges therein
- A knowledge of general book-keeping, VAT systems, etc.
- Have experience leading and working as part of a team in a diverse, collaborative and consultative environment
- Have excellent IT skills and knowledge of producing and project management tools e.g. Excel, Asana, Dropbox, Google Docs
- Be social media literate

### **CONDITIONS OF EMPLOYMENT**

- Full Time Role (Permanent)
- Salary – €45 - €50K (Commensurate with experience)
- Location: Hybrid - Remote Online and Office Based (Festival HQ Office, Carlow)
- The probation period is 6 months, up to a maximum of 9 months.
- The successful candidate will be subject to Garda Vetting in accordance with the requirements of the National Vetting Bureau Act 2012 to 2016 (as amended). This legislation provides a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons.

### **APPLICATION PROCESS + HOW TO APPLY**

**Deadline for applications: 12 noon, Friday 10<sup>th</sup> December 2021**

Please email your application to [director@carlowartsfestival.com](mailto:director@carlowartsfestival.com)

To apply for this role, please provide the following documents:

- An up-to-date CV with an overview of your career history and achievements
- A supporting statement (maximum two 2 pages) that outlines your interest in Carlow Arts Festival and your fit against the essential experience criteria set out in the Personal Specification

If you have access requirements and would like to make your application proposal in an alternative format to a written statement and CV please contact [director@carlowartsfestival.com](mailto:director@carlowartsfestival.com)

Interviews will be held the week starting 13<sup>th</sup> of December 2021

**Data Protection Notice:** The basis for processing your personal data is to progress your application for the position that you are applying for with Carlow Arts Festival. Outside of the relevant recruitment team, the information provided in your application will only be shared with a designated short-listing and/ or interview board. In accordance with the principles of the General Data Protection Regulations, the information received from you will not be used for any other purpose by Carlow Arts Festival and will be destroyed in accordance with Carlow Arts Festival's Data Protection Policy.