

JOB DESCRIPTION GENERAL MANAGER

Droichead Arts Centre

Established in 1989, Droichead Arts Centre is a multi-disciplinary centre in the heart of Drogheda Town that provides an extensive curated arts and cultural programme. The Centre is housed over two buildings: Stockwell Street, which hosts a modern 169-seater theatre and a bright contemporary visual arts gallery, and Barlow House, an 18th century Georgian style townhouse, which hosts artist's spaces and print studios.

Droichead actively supports artists and arts organisations, and particularly those in or from the North East region, through residencies, bursaries and other bespoke development support. Droichead is equally committed to its audiences, with people of all ages, backgrounds, cultures and traditions encouraged and enabled to engage with the Centre through a wide variety of responsive and imaginative schemes and initiatives. Droichead is also proud to host and be a key resource for many local community, voluntary and amateur groups.

The work of Droichead is supported and amplified by its participation in key networks including NOMAD, Louth Creative Ireland Culture and The Live Network, by its affiliation with festivals such as Cruinniú na nÓg, Bealtaine, and Drogheda Arts Festival and by its partnership with other cultural providers including Drogheda Classical Music and Drogheda Traditional Music Weekend.

Droichead is governed by a voluntary board of eight people (including the Chairperson). The work of Droichead is delivered by an artistic and administrative team led by the Director, who has overall responsibility for the programming and corporate management of the organisation. Droichead is a company limited by guarantee not having a share capital and is also a registered charity. The Centre is supported by the Arts Council, Louth County Council, Creative Ireland, Meath County Council, Intreo and by private donation and commercial sponsorship.

OUR PURPOSE.

Droichead exists to put art at the heart of people's lives and ambitions in Drogheda, East Meath and Louth.

OUR VISION

We look forward to a future where art matters and is easily, enjoyably, meaningfully part of everyone's everyday life

OUR MISSION

We are a creative hub, nurturing, presenting and promoting art of, by and for the many, diverse communities of Drogheda, East Meath and Louth.

OUR VALUES

Optimism

We are positive about the future and confident that we can make a difference in the lives of the artists we support and the communities with whom we engage.

Opportunity

We are committed to creating opportunities for artists and to opening up the arts for audiences and for all those within our communities, equally, inclusively and with a warm welcome.

Relevance

We care about the world about us and want to respond to what matters in people's lives. That means, sometimes we need to ask questions and sometimes we need to celebrate. At all times, we want to be there and be relevant.

Belonging

Being a vital part of our community is important to us. In what we do and how we do it, we want to promote that the arts are for everyone and to create a sense of belonging to Droichead.

THE ROLE:

Reporting to and supporting the Director, the new role of General Manager will be a key member of the Management Team, supporting the delivery and the implementation of the Centre's new five-year strategy, 2021 – 2025. Primarily responsible for the management of both buildings as well as the business, legal and financial resources of the organisation and the efficient delivery thereof, the GM is expected to demonstrate leadership and commitment. Initially this role will be part time - three days per week.

Budgeting and Financial Management:

- Determining budgets in conjunction with the Director and the Finance Manager.
- Monitoring same with the Finance Manager, and reporting to the Director, with monthly cash flow reports, and budget variance reports.
- Analysis of set budgets to ensure that they are being adhered to, exploring remedial actions in conjunction with the Director and the Finance Manager when required.
- Ensuring that the organisation's accounting procedures are effective and maintained.
- In conjunction with the Finance Manager, providing quarterly management accounts to the Director and the Board.
- Overseeing the annual audit, in conjunction with the Director and the Finance Manager.
- Supporting the Director in preparing all funding applications.

Administration

- In conjunction with the Director, managing the overall smooth day-to-day running of the organisation.
- Responsible for all licences including Bar and Performance
- Ongoing review of all operational systems within the Arts Centre, and with the Director implement necessary changes to ensure that work practices are cost-efficient, accountable, transparent and professional
- Management of all room/venue hire.
- Ensuring and maintaining all relevant insurances for the organisation.
- Management of all contracts/licences including rental contracts, artist contracts and staff contracts at the direction of the Artistic Director.

Health & Safety/Maintenance

- In conjunction with the Director, to devise and prepare a building and maintenance plan including budgets for the ongoing development of Barlow House and Stockwell Street.
- To oversee and monitor the ongoing general maintenance of the buildings in conjunction with the Director, and other relevant bodies.
- Ensuring that all equipment is maintained to high standards, safety checks are undertaken as required and all relevant documentation is in place.
- Annual review of the Health and Safety policy, including Covid Compliancy, and ensuring that regular fire drills are programmed for staff, and that all are aware and briefed in our H and S Policy.
- In conjunction with the Director liaising with all security/fire/alarm/ maintenance providers for both buildings.
- With the Director to oversee any building development taking place.
- Named as a key holder of the building.

HR

- In conjunction with the Director, supervising, developing and implementing staff training and professional development where required.
- Annual review of all relevant induction and employment policies.
- In conjunction with the Director and the relevant managers, devising part time staff rosters.
- Working with the Community Employment Supervisor in relation to recruitment, reviews, and training that meets the organisational needs.
- Maintaining the Volunteer Programme.

Governance:

- Attendance as required at Board meetings and taking Minutes of same.
- Ensuring compliancy with all relevant bodies including the CRO and CRA

Applicant Profile:

Essential:

- Minimum 5 years' experience in a leadership role in the cultural sector environment
- Previous experience of financial management, including large scale budgets, cash flow, management accounts, and knowledge of Sage Accounting Software.
- Knowledge and experience of Health and Safety, Risk Analysis and Covid Policies
- Previous experience and understanding of building/operations management
- Previous experience of HR.
- Excellent communication and interpersonal skills
- Strong organisational skills and an ability to work on one's own initiative and while under pressure
- Willingness to work irregular and flexible hours
- Excellent IT and relevant computer skills.
- The ability to respond to a varying workload by managing tasks and time efficiently
- Experience of managing relationships in a variety of contexts in reference to internal and external stakeholders.

Desirable: Access to own Transport

Hours and location of work:

Due to the nature of this role, the GM will be primarily building based, working three days a week. The days to be agreed with the Director. Flexibility is key.

Salary - €42,500 per annum pro rata. **Hours** – 3 days per week.

Term of contract: 3 years, with a six-month probationary period.

Please forward a detailed CV and covering letter demonstrating the appropriate skills and experience to collette.farrell@droichead.com with **General Manager** in the subject line.

Closing date for applications: Saturday 27 November 5pm. A short list will be drawn up, and interviews will take place online the week of the 6 December 2021.

Droichead Arts Centre is an equal opportunities employer.