



Firkin Crane
THE HOME OF DANCE

**Firkin
Crane**

**Shandon
Cork
Ireland**

phone: +353 21 4507487
email: info@firkincrane.ie
web: www.firkincrane.ie

DRAFT

General Manager – Firkin Crane

Job & Person Specification, Role & Responsibilities, Organisational profile, Application & Recruitment Process and contact details.

Closing date: 12noon, Friday 7 January 2022

The General Manager is a new position, reporting to the Executive Artistic Director.

This appointment continues the evolution of Firkin Crane's management structure following from the creation of the role of Executive Artistic Director (EAD) in September 2021, and comes at a pivotal moment in the organisation's history as it embarks on a rebranding and programme review process.

The General Manager is a senior management role within the organisation and will work closely with the EAD to support the delivery of Firkin Crane's strategic and artistic goals and ambitions. This is a unique opportunity for a creative, efficient, and dedicated individual to help fulfill Firkin Crane's potential to be a significant national venue for dance.

Key requirements include an ability to oversee all the operational aspects of a mid-sized arts organization with an approach that balances our commitment to:

- dance artists' professional development;
- audience development;
- community engagement;
- growth and sustainability.

Primary responsibilities:

Financial

- Overall responsibility for core income & expenditure and setting project budgets in consultation with the EAD;
- Budget management and quarterly reports;
- Financial planning and preparation of management accounts;
- Monitoring and managing cash-flow;
- Bookkeeping, audit preparation and expenditures (invoices, VAT returns etc.);
- Compliance with Revenue Commissioner and CRO;
- Preparation of budgets for proposals/funding applications and reports in association with EAD;
- Coordination of grant receipts, invoices to funders and clients, and payment of invoices from creditors;
- Meeting the follow-on needs of funders, monitoring and advising on compliance with terms and conditions of funding .

Strategic Planning & Board Relations

- Work with the EAD on the development of a Strategic Plan (2022-2024);
- Oversee governance compliance;
- Ensure the company's compliance with the Charity Regulator's Governance code including regular reviews;
- Ensure 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.

Human Resources management

- Engaging, contracting and monitoring performance of key contract personnel
- Lead on the implementation and monitoring of all policies including Child Protection, Health & Safety, Employment, Bullying and Harassment, Equality, Accessibility and Artists Pay
- Recruitment and management of interns and volunteers

Facility Management

- Working with the Technical Manager, supervise capital needs and equipment replacement, repair, and maintenance contracts
- Manage capital grants for building and equipment repairs and upgrades

The General Manager is a full-time position, reporting to the Executive Artistic Director of Firkin Crane. Salary range €40-50,000 based on experience.

Firkin Crane CLG
Shandon
Cork
Ireland

Chair: Y. Coughlan
Directors: D. Boyle C. Ó Riain
K. McCarthy A. Dempsey
M. Nugent L. Murphy
L.O'Shea Farren
Company Secretary: I. Roelants

Registered Office
Murphy Condon
69 Shandon Street
North Gate Bridge
Cork

Registered in Ireland
No. 113664
Vat No. IE 4656628S
CRA No 20013738
CHY 6869



Person Specification

We are looking for an energetic, curious, flexible, efficient, dedicated, and detail-oriented manager, with excellent organisational skills and an ability to work independently as well as collaboratively. We are artist-centred and dedicated to dance and dance artists.

A minimum of five years' work experience is necessary. We are committed to a policy of equal opportunity and encourage applications from all sections of the community.

Essential Skills and Experience

- Five years' experience of managing teams and budgets, and contract negotiation
- Previous experience of financial management, including large scale budgets, cash flow, and management accounts
- Knowledge and experience of Health and Safety, Risk Analysis and Covid Policies
- Ability and willingness to work irregular and flexible hours, including nights and weekends
- Excellent IT and relevant computer skills
- Excellent time and workload management skills
- A positive, collaborative and inclusive attitude toward work and colleagues

Desirable Experience and Qualifications

- Previous experience and understanding of building/operations management
- Experience working in an arts centre or within an arts environment
- Previous experience of HR Management

To apply, please send your CV and a cover letter plus three referees (names and contact info) to info@firkincrane.ie by 12 noon on 21 January 2022. Please include "General Manager Application" in the subject line. Interviews will take place in late January/early February 2022 with a projected start date in March 2022.

Firkin Crane CLG
Shandon
Cork
Ireland

Chair: Y. Coughlan
Directors: D. Boyle C. Ó Riain
K. McCarthy A. Dempsey
M. Nugent L. Murphy
L.O'Shea Farren
Company Secretary: I. Roelants

Registered Office
Murphy Condon
69 Shandon Street
North Gate Bridge
Cork

Registered in Ireland
No. 113664
Vat No. IE 4656628S
CRA No 20013738
CHY 6869



About Firkin Crane

For over three decades, Firkin Crane has been a place where dance artists, dance audiences and dance enthusiasts can create and participate events and activities.

Firkin Crane is a unique resource in Ireland with a stage dedicated to the presentation of dance. In addition, smaller spaces and studios are housed in a distinctive heritage building, located in historic Shandon on the northside of the city.

With our facilities, we provide an inclusive space for work to be developed and enjoyed through a year-round programme of residencies, professional development opportunities, studio rentals, evening & weekend community programmes and regular dance performances.

Our mission is to promote and creatively engage in advancing dance as an artform.

We do this in three ways:

Supporting the development of dance as an art form in Cork and Munster;

Sustaining the holistic development of the dance artist;

Delivering the supports to artists and facilitators to bring dance to diverse communities through learning, audience development and participation opportunities.

Pillars of Activity:

Artform: Contemporary Dance Practice Development

Artist: Dance Artist Development

Audience: Dance Audience Development and Participation.

For programme overview, see www.firkincrane.ie.

Firkin Crane CLG
Shandon
Cork
Ireland

Chair: Y. Coughlan
Directors: D. Boyle C. Ó Riain
K. McCarthy A. Dempsey
M. Nugent L. Murphy
L.O'Shea Farren
Company Secretary: I. Roelants

Registered Office
Murphy Condon
69 Shandon Street
North Gate Bridge
Cork

Registered in Ireland
No. 113664
Vat No. IE 4656628S
CRA No 20013738
CHY 6869

