

## **ABOUT THE ARK**

Founded in 1995, The Ark is a dedicated cultural centre for children born of a deeply held belief in children's right to art and culture as equal citizens within our society. Our mission is to create opportunities for children to love and discover art as a fundamental part of their childhood, no matter what their background or gender. Based in our architecturally award-winning home in the heart of Dublin's Temple Bar, we commission, produce and present work for, by and about children, from the ages of two to twelve years old. On an annual basis, up to 30,000 attend programmes at The Ark. In 2020 and 2021 we introduced digital and remote engagement into our programming and more than doubled our reach.

Through our work with leading Irish and international artists children can enjoy performances in our unique child-sized theatre and via online channels, view engaging exhibitions or participate in creative workshops. We curate specific professional development opportunities for teachers and artists. We work in partnership with others as artistic collaborators and regularly share our resources and knowledge with artists, educators and all those interested in child-centred arts practice. We also work with other like-minded organisations to advance children's rights to art and culture as part of their learning and development. The Ark is primarily funded by the Arts Council and the Department of Education as well as Dublin City Council.

The Ark's Engagement and Participation Coordinator will support the delivery of the Engagement and Advocacy objectives of *The Ark Strategy Statement 2021-23*.

- Listen to children's view of our work and employ participative decision-making by children in relation to children's cultural needs and our artistic programme.
- Increase the depth and breadth of our pre-school and school engagement with a particular focus on teachers.
- Build a long-term relationship with our neighbourhood schools.
- Deliver more inclusive experiences for audiences with disabilities and actively seek out those audiences.
- Reach out to groups, ensembles and partner organisations to promote and facilitate equality of access for marginalised children.
- Cultivate our adult audience of teachers, artists, parents and guardians.
- Promote the voice of the child inside and outside of The Ark.
- Make the case for the inherent value of art in children's lives with government and other policy makers.
- Play our part in raising public awareness of every child's right to culture as set out in our founding principles and in article 31 of the UN Convention on the Rights of the Child in partnership with other like-minded organisations in civil society.

**THE ROLE**

Working closely with The Ark's programming team and The Ark Artists in Residence, the Engagement & Participation Coordinator will make connections between The Ark's participation work and its artistic programme. The role reports to the General Manager.

**KEY DUTIES AND RESPONSIBILITIES**

- Oversee the recruitment and management of The Ark Children's Council while developing and maintaining relationships with the Council's parents.
- Identify and deliver opportunities to extend The Ark's relationship with the Council's alumni.
- Building on existing practice, develop new strategies to facilitate the voice of the child in all aspects of our work e.g. programming, planning, promotion.
- Lead the child participation processes which will support and deliver The Ark's programming.
- Coordinate the child participation process of the *Big Bang Festival*.
- Coordinate and manage the Alumni Drama Project.
- Review and coordinate the Ark Access Programme.
- Support delivery of The Ark's offsite in-person or digital activities for targeted communities, including in libraries, schools, or community and other centres.
- Identify new groups for potential Ark partnerships.
- Devise new ways to amplify and extend the voice of the child beyond The Ark.
- Assist in writing grant applications & reports for The Ark's Engagement work.
- Assist and provide administrative support for any academic research and evaluation of The Ark's Engagement work.
- Develop and run The Ark's work experience programme for transition year students and others.
- Coordinate and administer the Teacher Advisory Group led by the Creative Arts Manager and building relationships with schools.
- Support the delivery of Teacher Summer Courses and other CPD.

**PERSON SPECIFICATION**

The successful candidate will be able to demonstrate examples from their recent experience highlighting both their capability and desire for this role.

**KEY EXPERIENCE, SKILLS AND KNOWLEDGE**

- Direct experience of and a passion for organising and creating high quality arts experience for children.
- Strong administration skills included supporting or delivering a high standard of planning, reporting and documentation for a range of purposes.
- Broad knowledge and understanding of the arts sector.
- 2-3 years' experience working within an arts organisation, preferably with administrative and project coordination.
- Excellent communication and IT skills, with proficiency in IT skills including MS Office.

**DESIRABLE EXPERIENCE, SKILLS AND KNOWLEDGE**

- Demonstrated capacity to plan strategically and translate into effective action plans and delivery.
- Experience with budget planning and monitoring.
- Experience of Salesforce an advantage.

**PERSONAL QUALITIES**

- A natural collaborator.
- Self-motivated, with a positive outlook and solution focussed.
- A child-centred and artist-focussed attitude
- Positive, energetic, and committed to the ethos, values, and ambition of The Ark.
- Ability to multi-task, prioritise competing demands and meet deadlines.
- Approachable, a good communicator who credibly represents their role internally and externally.
- Someone who takes ownership and responsibility and works well in a small team.

**TERMS**

This is a full-time role of 35 hours (excluding lunch breaks) per week, working five days in every seven. The role will require working weekends as required for Children’s Council activity. Shifts will primarily be during the day, with the occasional evening shifts.

The role is offered as an initial 1-year fixed-term contract, with a six-month probationary period, with the intention of extending subject to annual funding and is based at The Ark’s venue at 11a Eustace St, Temple Bar, Dublin 2.

There is a holiday entitlement of 20 days per annum, in addition to public holidays. There are also 5 company holidays, generally allocated over the Christmas period. Garda (police) vetting is a requirement of the appointment process.

The appointment is subject to satisfactory Garda (police) vetting and reference checks.

**Salary**

€ 32,000 per annum.

All staff have access to a free and confidential Employee Assistance Programme.

## **APPLICATION PROCESS**

### **HOW TO APPLY**

Interested candidates are invited to apply by completing / providing the following items: -

1. **A CV** highlighting your relevant experience for this role.
2. **A covering letter** outlining your experience and reason for applying for the role.

Please send your application by email only to [al@ark.ie](mailto:al@ark.ie). **The closing date for applications is Mon 5 September 2022 at 12pm.** *Late applications will not be accepted.*

Please note that successful candidates will be required to provide proof of identity and complete our Garda vetting process.

All applications will be treated in the strictest confidence. The Ark is committed to creating a diverse environment and is proud to be an equal opportunity employer. *The Ark's Equality, Diversity & Inclusion Policy* can be found [here](#)

### Interview Dates and Selection methods

- Initial short-listing of candidates will be on the basis of the information contained in their CV and covering letter.
- Candidates who are short-listed will be invited to attend for interview to be held **on Monday 12 & Tuesday 13 September** at The Ark. Alternative interview dates will not be possible.

### **PLEASE NOTE**

- This job description describes the principal purpose and main elements of the job. It is a guide to the nature and key responsibilities of the job but is not intended as a wholly comprehensive or permanent description.
- In line with our data protection policy, we will only use the information that you provide for the purposes of this recruitment process. On completion of the process, your information will be securely retained for a maximum of 6 months before being erased.
- In the event that a large number of candidates meet minimum eligibility requirements for the role, The Ark may decide to invite a smaller number to interview. This is not to suggest that other applicants are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who are, based on the information provide, better qualified and/or have more relevant experience.
- The onus is on short listed applicants to make themselves available on the date(s) specified by The Ark and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified in their covering letter or CV.
- To all recruitment agencies: Agency CVs or applications will not be accepted in relation to this role. The Ark is not responsible for any fees related to unsolicited applications