



Application Support Manager (Theatre)

Role Profile

A. Details

Position:	Application Support Manager (Theatre)
Grade	Higher Executive Officer (HEO)
Whole time equivalent	Full-time (35 hrs per week)
Reports to:	Performing Arts Director
Duration:	Permanent

B. Department & Role Overview

The Arts Council's responsibility within the artform/arts practice area extends to a broad range of artists and organisations, and a correspondingly wide audience. As the largest funder of the artform/arts practice area nationally the Arts Council has a critical responsibility to ensure that it is developed and that funding is wisely invested and monitored.

This role offers an exciting opportunity to contribute to the management of the one of the Arts Teams. The role arises due to changing work arrangements. As the development supports, funding schemes and budgets of Council have expanded additional skilled, knowledgeable people are needed to support the work of the team. The team is responsible for policy formulation, development initiatives, funding and relationship management.

Working closely with the permanent Head of Team, the Application Support Manager will manage a specific number of funding and grant assessments, including limited relationship management in the arts/practice area; motivate and collaborate with the Arts team; sign-off on and oversee a number of award payments.

This post holder will report to the Performing Arts Director and will partner the Head of Team across their responsibilities, the management of the team and other staff in the implementation of specific cross-organisational projects to deliver the objectives of the ten year MGAW strategy - [Making Great Art Work](#).

C. Key Responsibilities

General Manager Responsibilities:-

- Actively contribute to the delivery of the Arts Council's strategic goals and the ten year MGAW strategy - [Making Great Art Work](#);
- Lead the project teams by example, coaching and supporting individuals as required;
- Be flexible and willing to adapt, positively contributing to the implementation of change;
- Take responsibility and be accountable for the delivery of agreed objectives;

- Successfully manage a range of different projects and work activities at the same time;
- Delegate work effectively, providing clear information and evidence as to what is required;
- Practice and promote a strong focus on delivering high performance and service delivery;
- Contribute to strategic decision-making where required;
- Create and maintain collaborative internal and external relationships;
- Make clear and timely decisions on important issues as required.

Application Support Manager Specific Responsibilities:-

- To partner with the Head of Team in policy formulation, development initiatives, grant and relationship management, to deliver the Arts Council strategic objectives and corporate plan.
- To lead designated arts staff.
- Lead, motivate and support team members (and adviser/s if applicable)
- Establish, develop and manage funding relationships in your area as agreed.
- Deliver funding rationale and recommendations.
- Establish current profile and emerging trends and opportunities
- Provide expertise and intelligence to support on development of sound policy making and strategy.
- Develop and implement agreed initiatives/programmes
- Any other duties appropriate to the Grade that may be assigned from time to time

D. Skills Knowledge and Experiences

Essential

- A minimum of five years' relevant experience;
- A demonstrable commitment and interest in the development of the art form;
- An understanding of the policy environment for arts development, in particular for this art form and its related areas;
- An understanding of the key strategic issues relevant to arts development in the current environment;
- An ability to think analytically and communicate complex ideas clearly and effectively;
- Good interpersonal skills, including an ability to listen and negotiate;
- Evidence of experience/ability in strategy development and implementation;
- Evidence of experience/ability in managing funding and other client relationships;
- Excellent standards of written and oral communication;
- A commitment to high standards of public service;
- A proven ability and experience in management and administration.

Desirable



- Experience working in an international environment, particularly within the relevant Artform /art practice context
- A full driving license
- The ability to converse in the Irish language, both verbally and in writing.

Qualifications

- The successful candidate will ideally be academically strong with at least a primary degree, and preferably a post-graduate or professional qualification in a relevant area.

Note: Arts Council roles and responsibilities are subject to change with ongoing and future organisational requirements and developments.