



Programme Manager: Riverbank Arts Centre is looking for an enthusiastic, motivated individual to join our team.

Position: Programme Manager

Contract Offered: Fixed term two year contract, full time.

Candidates must be eligible to work in the EU.

Rate of Pay: €37,000-€40,000 per annum, depending on experience

Responsible to: the Venue Director and working closely with Technical Manager, Box Office Manager and Marketing Manager.

About us:

Riverbank Arts Centre is the county arts centre based in Newbridge, Co. Kildare, funded by The Arts Council and Kildare County Council. Riverbank Arts Centre works in partnership with international, national and local artists to deliver an accessible and consistently high quality arts programme in an intimate environment. We provide a multi-disciplinary programme which includes theatre, cinema, comedy, music, dance, workshops and visual arts. With a dedicated children's gallery and programming of high quality theatre and workshops for younger audiences, Riverbank is also committed to promoting early engagement with and access to the arts.

Riverbank Arts Centre has an active artist support programme and is a producer and coproducer of new work. We work closely with visual artists and theatre artists to develop and present work, with a particular focus on arts experiences for young people. We commission exhibitions, host residencies and have presented world premieres of work by leading theatre companies and artists.

Riverbank Arts Centre has an extensive outreach programme for community groups, with particular emphasis on those marginalised in our community. We are the Kildare partner of Fighting Words. We are active members of touring/producing networks including Nomad and Strollers. We are a partner of The Network for Extraordinary Audiences, a new network which aims to develop, promote and advance work for diverse audiences.

Riverbank Arts Centre presents circa 350 events, workshops and exhibitions each year, which are attended by more than 25,000 people.

For more information about Riverbank Arts Centre see www.riverbank.ie

The Role: As Programme Manager for Riverbank Arts Centre, you will be a vital member of our team.

We are seeking a person who:

- Has a clear understanding of the Irish cultural landscape including Theatre, Music, Dance & Visual Arts.
- Is dynamic and flexible and wants to evolve with us in our programming ambitions.
- Has a passion for the arts and wants to work with a team that has the needs of the artist, the audience and artform development at its core.

Function and Role:

The duties associated with the position of Programme Manager will include, but will not be limited to, the following:

- The Programme Manager will oversee the realisation of the Riverbank Arts Centre's artistic programme and outreach activities. Riverbank Arts Centre's multidisciplinary programme includes cinema, music, comedy, theatre and dance productions, visual art exhibitions, touring work, workshops, offsite presentations, an artist residency and support programme and a schools' programme (pre-school, primary and post-primary).
- In support of the Venue Director, the Programme Manager will issue contracts to artists, companies and partner organisations and liaise with artists, companies and partner organisations on financial settlements post event/activity.
- Alongside the Technical Manager, the Programme Manager will coordinate all scheduling, logistical and practical aspects of the artistic programme and communicate the requirements of artists and companies with the rest of the Riverbank team.
- In support of the Venue Director, the Programme Manager will prepare budgets for in-house productions or programmes, and support any co-productions or joint activities with venue or network partners.
- In collaboration with the Venue Director, The Programme Manager will be responsible for the programme budget, and preparation of reports for the Venue Director and Board and preparation of financial information, analysis, projections and returns as required by funding agencies and other partners.
- In collaboration with Venue Director, the Programme Manager will coordinate all (non-artistic programme) venue rental contracts and arrangements, including but not limited to bookings by commercial events/artists, bookings by local artists/companies, and booking requests by organisations wishing to use the venue for filming, public meetings or other activities.

- The Programme Manager will contribute to research, strategic and policy development at Riverbank Arts Centre, including Riverbank Arts Centre's strategic plan and Equality, Diversity and Inclusion policy.
- The Programme Manager is a key public facing role, and, in addition to the Venue Director, the Programme Manager will represent Riverbank Arts Centre at local and national networking events and attend productions and events at partner venues and festivals on behalf of Riverbank Arts Centre.

Person Specification: Previous experience in a similar role is advantageous, but not essential. Experience in arts management or producing/presenting live performance or a visual arts programme is essential. Applicants must be eligible to work in the Republic of Ireland.

Essential:

- A deep passion for the arts and working within an arts organisation;
- Minimum of three years of cultural management (theatre/Dance or Visual Arts) or other relevant or equivalent experience;
- A track record of drafting budgets, contracts and a working knowledge of the arts funding processes and reporting.
- Strong written and verbal communication skills with exceptional attention to detail;
- Ability to plan, organise and lead projects, to work independently and to deadlines;
- Proven excellent organisational and interpersonal skills and excellent ICT skills including Word, Excel, MS Teams etc.

Desirable:

Understanding of technical theatre is positive but not required; Experience in dealing with individuals developing new work for stage or visual art projects would be useful; a suitable qualification in culture or events is not essential but could be beneficial.

Equal opportunities:

Riverbank Arts Centre welcomes applications from everyone but positively encourages applications by people from a diversity of national, ethnic, or cultural groups (including, but not limited to, Asian, Black, Traveller and minority ethnic, refugees, people with disabilities, working-class and LGBTQIA+ people).

Position summary:

Contract Offered: Two years, fixed term. (6 month probationary period applies)

Candidates must be eligible to work in the EU.

Rate of Pay: €37,000-€40,000 per annum, depending on experience

Annual Leave: 21 days plus Statutory Public Holidays

Responsible to: Venue Director

Location: Riverbank Arts Centre, Main Street, Newbridge Co. Kildare

Blended working (on site and remote working) is possible, but regular attendance at team meetings and some strategically significant events (including evening performances and workshops) will be necessary.

Application: Please apply with your CV (no more than three pages) listing two referees and a cover letter outlining how your skills, interests and experience meet the requirements of this post.

Please email these documents to Caroline Williams, Venue Director

caroline@riverbank.ie

Deadline: 12.00 noon, Friday 16th August 2024

Interviews to be held on Wednesday 21st August 2024



Venue Director: Caroline Williams

Programme Manager: Appointment pending

Technical Manager: John Mahon

FOH/Box Office Manager: Theresa Davidson

Marketing Manager: Helen Whiteley

Board of Directors: Maureen Bergin, Holly Carey, Paul Davis (CHAIR), Eláine Donnelly, Dr. Brenda Donohue, Thomas Hunter McGowan, Teresa Murray, Donnchadh O'Neill.

Image: Fathom by Caoimhe McGuckin (photo Brian Cregan)

Riverbank Arts Centre, Main Street, Newbridge, Co. Kildare
Phone: 045 448327 | Email: info@riverbank.ie | Website: www.riverbank.ie

Riverbank Arts Centre acknowledges the financial support of the Arts Council and Kildare County Council
Riverbank Arts Centre CLG Is a registered Charity (20074982) with Revenue Commissioners (CHY 19193)