



ABOUT THE ARK

The Ark was born of a deeply-held belief in children's right to art and culture as equal citizens within our society. That radical vision was informed by the principle that all children have the right to artistic and cultural participation just as they have a right to play. Our role 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. Since its founding in 1995, more than 500,000 children and adults have attended programmes at The Ark. We recently launched a new strategy for 2017-2020 which identified four clear areas of strategic priority for The Ark over the next four years, namely: excellence, engagement, sustainability and advocacy.

We commission, produce and present work for, by and about children, from the ages of two to twelve years old. We do so in our architecturally award-winning home in the heart of Dublin's Temple Bar, leased through a long-term cultural use agreement with Temple Bar Cultural Trust. We also work off-site and on tour in Ireland and abroad. Through our work with leading Irish and international artists children can enjoy performances in our unique child-sized theatre, view engaging exhibitions or participate in creative workshops. We also 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 and Skills as well as Dublin City Council. In 2016 The Ark became a partner in a large scale European Cultural Project *PUSH* which is being rolled out in 2017 and 2018, supporting artist development. The Ark has also been awarded a major capital grant of €260,858 for the enhancement of the building and facilities through the Department of Arts, Heritage, Rural, Regional and Gaeltacht Affairs and Temple Bar Cultural Trust. This work will be completed in 2017 and 2018.

JOB DESCRIPTION

THE ROLE

The Ark now wishes to recruit a General Manager who will report to the Director and will be a member of The Ark's senior team. The General Manager will play a key role in delivering The Ark Strategy 2017-2020. This is a pivotal role responsible for the operational and financial management of the organisation. The General Manager will work alongside the Director to ensure the efficient management of the business, legal, governance and HR functions of The Ark.

MAIN DUTIES AND RESPONSIBILITIES

- The day-to-day operations of The Ark.
- Budget planning and financial management including annual reports, audits, preparing written reports for presentation to the board and managing the Finance Officer.
- The preparation of annual grant applications to The Arts Council, Department of Education and Skills and Dublin City Council.
- Ensuring that The Ark has made adequate provision in all legal, governance [including compliance with CRO, Charities Regulator, Revenue, Governance Code etc.], insurance, health and safety, child protection and other terms such as to allow it trade lawfully and with due degree of protection for the company, its employees, and for all members of the general public using The Ark and/or its services.
- Managing Human Resources.
- Managing relationships with key stakeholders.
- Working with the Director to identify and develop new revenue streams and support The Ark's fundraising activities.
- Contracting companies, suppliers, artists and artistic partners on behalf of The Ark.
- Acting as the company's Liaison Person (Child Protection Officer) and maintaining the company's Child Protection and Welfare Policies and Procedures in line with current guidelines and legislation.
- Acting as the Company Secretary and attending and coordinating meetings of the Board of Directors working closely with the Director and Chairperson.

PERSONAL SPECIFICATION

The successful candidate will be able to demonstrate strong examples from their past experience highlighting that they have both the capability and desire for this role. The following skills are essential:

- Experience and understanding of financial management and presentation.
- Experience of venue and operations management.
- Experience of human resource management.
- Up to date knowledge of corporate governance.
- Excellent verbal and written communication skills
- Knowledge of key stakeholders operating within both the arts and education sectors.
- The understanding and confidence to exercise good judgement and decision-making, mixing pragmatism with innovation.
- A minimum of 5 year's relevant management experience.
- Familiarity with the arts and education sectors.

TERMS

This is a 3-year fixed term appointment with a 6-month probationary period. The Salary is €45,000 per annum. There is a holiday entitlement of 20 days per annum, in addition to public holidays. There are also 5 company holidays allocated on Good Friday and at Christmas.

APPLICATION

Applications for the position should include a curriculum vitae and a covering letter outlining your interest in the role and relevant experience.

Completed applications should be sent by email only to recruitment@ark.ie with the subject line 'The Ark General Manager position'. Queries can also be addressed this email.

Closing date for applications is 5pm on Tuesday 13th of June 2017.

Interviews will be held in Dublin the week of June 26th 2017.

The Ark is an equal opportunities employer. All Applicants must comply with Garda Vetting requirements.

NOTES

- *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 it is not intended as a wholly comprehensive or final description.*
- *Late applications will not be accepted.*
- *The onus is on short listed applicants to make themselves available on the date(s) specified or advised 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.*