

### ABOUT THE ARK

The Ark is a dedicated cultural centre for children. We opened in 1995, three years after the Irish government ratified the UN Convention on the Rights of The Child, recognising the rights of children to “participate freely in cultural life and the arts”. The Ark was founded on the principle that children are entitled to great art made especially for them.

Our purpose is to realise children’s right to art and culture with ambition and joy. We do so by commissioning, producing and presenting fun and ambitious art for, by, and about children from birth to twelve. Our work is also our advocacy.

We share the work of brilliant and daring Irish and international artists in our award-winning, purpose-designed home in the heart of Dublin’s Temple Bar, as well as in-person and online in schools, in libraries, in early years and care settings around Ireland. We seek to engage children in the places and spaces and on the platforms that are meaningful to them. We often work in partnership with others as artistic collaborators or to advance the diversity and inclusivity of our engagement with children.

Child participation is at the heart of our practice. We work closely with our Children’s Council and have a robust model of child participation embedded across all of our programmes. Consultation with children actively, comprehensively informs all our decision-making.

As firm advocates of children’s right to art and culture and as leaders in participatory practice, we regularly share our resources and knowledge with artists, educators and all those interested in child-centred arts practice. We also curate specific professional development opportunities for teachers and artists, and work with other like-minded organisations to advance children’s rights to art and culture as part of their learning and development.

In April 2024 we published [The Ark Strategy 2024-2028](#) which sets out our ambition to be a thriving, inclusive, sustainable, climate-friendly organisation, recognised for the integrity, influence and impact of our work in realising children’s right to art and culture.

Building on our leading, rights-based, child participation practice we will innovate to further engage children as co-creators in the artistic process. Together, through ongoing collaboration with diverse artists we will create playful, experimental art for today and imagine the art of the future.

To mark our 30th anniversary in 2025, we broadened our audience for children from birth to 12, establishing an equitable and profound early years practice to include babies in our programming for the first time.

We will continue to be a vocal champion of the arts and of artists and a trusted advocate for children, working closely with them and on their behalf, to ensure their right to art and culture is meaningfully realised in both policy and practice.

With these commitments and by living our values: dreaming big, thinking ahead, opening hearts and minds, showing kindness and care, and, of course, having fun, The Ark will remain at the heart of artistic life for children in Ireland.

---

### THE ROLE

This is a fantastic opportunity for the right individual to join and really make an impact in an established and ambitious arts organisation. As Programme Coordinator, you will play a central role in the delivery of The Ark’s busy multi-disciplinary programme of events for children aged 0-12, artists, and teachers at

The Ark's venue in Temple Bar, offsite in libraries, schools, early years settings and other locations, and online.

### Reporting

Reports to the Engagement & Participation Manager.

### Key Responsibilities:

#### Coordination & Delivery of Programme Activity

- Support the delivery of commissioned, curated, and hosted work, including The Ark's exhibition and workshop programme, with planned workshops for 2026/27 including craft, visual art, music, dance, creative writing, and drama to be delivered in-person and digitally.
- Support artists in the planning and creation of workshop plans, ensuring agreed resources are in place for the delivery of the workshops.
- Support the Engagement & Participation Manager with the delivery of The Ark's Creative Hubs programme in libraries around the city.
- Support key projects being delivered in schools, early years settings, IPAS centres and other offsite spaces.
- Liaise effectively and consistently both with internal colleagues and external partners and stakeholders to ensure the efficient delivery of the Ark programme.
- Maintain The Ark's annual programming calendar as directed by the Programme Producer and Engagement & Participation Manager.
- Coordinate allocated administrative tasks connected to the programme, this may include reporting, scheduling, artist relations, drafting contracts, archiving, documenting where appropriate, travel and accommodation arrangements.
- Implement The Ark's Equality, Diversity, and Inclusion policy across all activity.
- Ensure that all artists and external contractors engaged in the programme embrace The Ark's Values and Code of Conduct and adhere to The Ark's Child Safeguarding, Safety Statement and all other policies and procedures.

#### Planning & Stakeholder Management

- Work with the programming team to plan future activity to ensure delivery of the priorities outlined in *The Ark Strategy 2024-2028*
- Research and identify potential artists and collaborators for future activity.
- Develop and maintain relationships within the arts and education sectors to further The Ark's artistic and strategic objectives. This includes The Ark's partnership with Oide and delivery of The Ark's Continuous Professional Development offering for teachers.

#### General

- Coordinate and monitor assigned programme budgets, including petty cash, and reporting on it to the General Manager. Ensure that all expenditure is in line with agreed budget and with funder requirements.
- Raise contractual payments to artists as agreed in advance with the General Manager or budget holder.
- Liaise with The Ark production and visitor services teams and all staff in advance of the programme to ensure that all supports are in place.
- Ensure that the child is at the centre of programme delivery, taking every opportunity to encourage and celebrate their voices, their creativity, their opinions, and their ideas.
- Support the work of The Ark with any other duties requested by the Director or General Manager in response to opportunities or challenges that may arise.

### PERSON SPECIFICATION:

#### Knowledge and Experience

- Experience of programme planning and coordination.
- Knowledge of exhibition and workshop practice.
- Broad knowledge and understanding of the arts sector.
- Passionate about creating high quality arts experience for children.
- 2-3 years' experience working within an arts organisation, gallery or equivalent.

#### Skills

- Demonstrated capacity to plan strategically and translate into effective action plans and delivery.
- Experience with budget management and monitoring.
- Excellent IT skills, specifically in Excel/spreadsheets, and competency with Microsoft Office.
- High level of accuracy and strong attention to detail.
- Excellent organisational and time management skills, with the ability to manage multiple priorities and meet deadlines.
- Good written and verbal communication skills, with the ability to present financial information clearly.

#### Personal Attributes

- 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, working in multiple locations across programmes and projects, prioritising competing demands and meeting 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, busy team.
- An interest in the arts and culture and an enthusiasm for The Ark's mission to realise children's right to art and culture.

---

## TERMS

This is a full-time role (35 hours per week) working a five-day week on a rota covering Monday to Sunday. Regular weekend and occasional evening work will be required. This role is primarily based at The Ark's venue in Dublin, with regular offsite programme delivery.

This is initially a one-year fixed term appointment with a 6-month probationary period, with the intention of extending the contract subject to annual funding. There is a holiday entitlement of 20 days per annum, in addition to public holidays. There are also 5 company holidays allocated over the Christmas period.

#### Salary

€38,000 - €40,000 per annum depending on experience.

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

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](#).

### 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 addressed to Al Russell, General Manager to [al@ark.ie](mailto:al@ark.ie) with subject line 'Programme Coordinator Role'.

**Closing date for applications is Monday 13 April at 5pm.** *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.

#### 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 at The Ark in the w/c 20 April.
- 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.