

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, including professional development training for teachers and artists. In 2020 and 2021 we introduced digital and remote engagement in 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 Strategy Statement 2021-2023 identifies four strategic priorities which will guide our decision making and focus our efforts. These priorities correspond to The Ark's founding principles and will be the pillars by which we assess and measure what we have achieved over the lifetime of this strategy.

- EXCELLENCE Create brilliant art experiences for children by consulting with them
- ENGAGEMENT Ensure that more children engage with art through The Ark
- SUSTAINABILITY Build the infrastructure and capabilities that ensure The Ark's future as a cultural centre and resource for children
- ADVOCACY Advance children's right to art and culture

Alongside these ambitions, three themes will inform our work over the next few years: digital capability; equality, diversity, and inclusion; and environmental sustainability.

THE ROLE

The Visual Arts & Workshops Coordinator is a new fixed-term role created to resource the delivery of planned and developing programming during the maternity leave of existing roles. The main purpose of the role is to coordinate and deliver The Ark's visual arts and workshop programme for schools and families.

Reporting to the General Manager, the Visual Arts & Workshops Coordinator will play a key role in the delivery of The Ark's strategic priorities, with a particular emphasis on Excellence and Engagement as they work closely with the whole of The Ark team to ensure a high quality, diverse and engaging programme for children at The Ark, offsite and online.

KEY RESPONSIBILITIES:

EXCELLENCE

- Managing the preparation and development of The Ark’s visual arts programme, including scheduling, artist relations, drafting contracts, archiving, documenting where appropriate, travel and accommodation arrangements.
- Coordinate The Ark’s workshop programme, with planned workshops for 2022 including craft, illustration, music, dance, and drama to be delivered in-person and digitally.
- Support the artists in the planning and creation of workshop plans, ensuring agreed resources are in place for the delivery of the workshops.
- Implement The Ark’s new Equality, Diversity, and Inclusion policy across all programme activity.
- Support the artists commissioned by The Ark to create new visual art pieces.
- Liaise effectively and consistently both with internal colleagues and external partners and stakeholders to ensure the efficient delivery of activities.
- Ensure that all external contractors and artists engaged in the programme embrace The Ark’s Values and Code of Conduct and adhere to The Ark’s child protection and health and safety policies and procedures.

ENGAGEMENT

- Ensure that the values of child-centred programming are always observed.
- Research and identify artists and collaborators for future visual arts or workshop practice.
- Support the work of the Engagement & Participation Coordinator, working together to identify opportunities to embed The Ark’s engagement practice into programme planning and delivery

SUSTAINABILITY

- Support the Programme Manager in managing The Ark’s annual programming calendar.
- Enhance and develop productive relationships with partners and stakeholders.
- Manage budget and contractual arrangements in consultation with and sign off from the General Manager.
- 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.

ADVOCACY

- 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.
- Encourage artists and teachers to attend The Ark’s artist coffee mornings and teacher forums.
- Through the programme, play a key role in raising public awareness of every child’s right to art and culture.

PERSON PROFILE:

KNOWLEDGE

- Experience of programme planning and coordination.
- Knowledges of exhibition and workshop practice.

JOB DESCRIPTION: Visual Arts & Workshop Coordinator (Fixed Term)



- 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.
- Excellent communication and IT skills.
- Experience with budget management and monitoring.

PERSONAL ATTRIBUTES

- A natural collaborator.
- Self-motivated, with a positive outlook and solution focussed.
- A child-centred, 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

The Visual Arts & Workshops Coordinator is intended as a full-time role (35 hours per week) working primarily a five-day week on a rota covering Monday to Sunday. Regular weekend and occasional evening work will be required. The role is primarily based at The Ark's venue in Dublin. We are open to discussing flexible working arrangements for the right candidate, including part-time hours.

This is a 10-month fixed-term appointment with a 3-month probationary period. The full-time holiday entitlement is 20 days per annum, in addition to public holidays. There are also 5 company holidays allocated on Good Friday and over the Christmas period.

Salary

€30,000 per annum (pro rata).

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

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 with subject line 'Visual Arts & Workshop Coordinator Role'.

The closing date for applications is Monday 20 September 2021 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 based on 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 23 or 24 September via Zoom.
- 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.