

Cathedral Quarter Arts Festival

Job Description : Festival Administrator

Background

The Cathedral Quarter Arts Festival was established in October 1999. We aim to be one of the leading festivals of contemporary arts in Ireland, presenting excellent work by local and international artists to diverse, engaging and growing public. It produces 2 festival's annually and a number of special events throughout the year.

- Full time contract, subject to funding and organisation priorities
- To commence as soon as possible.

Role Details

- 4 days / 32 hours per week (to be worked between Monday – Friday as agreed
- 3 year fixed term contract, ideally starting in July 2022.
- Salary of £22,000
- 25 days annual leave (pro rata) plus bank holidays.

Directly responsible to the Festival Director and Creative Producer

Hours of work

32 hours per week including some evening and weekend work that will be required in the run up to and during the Festival period. This more intensive period will last during the Out to Lunch Festival (January) and Cathedral Quarter Arts Festival (May).

Probationary period: Six months

Termination and Notice periods : A four-week notice period applies for both parties.

Purpose of the Post

The Festival Administrator co-ordinates and manages administration of the festival office, and provides support to the Festival Director and Creative Producer in the delivery of the Festival's annual programme of events.

Main duties and Responsibilities:

1. Office Management and Programme Delivery

- Manage the day-to-day administration of the CQAF office, including setting up and maintaining effective office systems, handling telephone and email enquiries, maintaining clerical and archive systems, monitoring and maintaining equipment and supplies, post, filing, contracts and subscriptions.
- As with all other staff, supporting the delivery of individual events within and outside the Festival period by representing the organisation and assisting with front of house, box office and hospitality duties as agreed in advance with the Festival Director.

Box Office

- Using our Ticketing system, Ticketsolve, set up new festival shows (training can be provided). Issue refunds in the event of cancellations/postponements. Manage Customer lists and liaise with venues regarding capacity.

Seasonal Staff and Volunteer Management

Coordination of seasonal staff management and our team of volunteers.

Set and maintain a highly professional attitude towards delivering the Festival for all members of the seasonal team

2. Financial Management

- Management of the Festival's finances on a daily basis including prompt payment of invoices and banking of receipts and keeping accurate records of all transactions.
- Assisting the Festival Director with the preparation and monitoring of annual budgets and forecasts in consultation with other Festival staff.
- Assisting the accountants and auditors with the preparation of quarterly management and annual statutory accounts through the timely submission of records of transactions and all other related financial information.

Commission and Companies House returns.

- Oversight of pension arrangements for the company and its employees.
- To support the Festival Director in both drafting grant applications and fundraising proposals for the Festival and monitoring all funding agreements to ensure the Festival complies with all terms and requirements therein.
- To contribute to the drafting of tender documentation for management and other services required to deliver the annual programme of activities.
- All financial duties to be in accordance with the Company's agreed financial management rules and procedures.

3. Governance & Policies

- Management of the preparation and circulation of papers for the Annual General Meeting, Board meetings and other subcommittee meetings as required.
- Attendance at Board meetings and other related meetings as required including the taking of minutes and notes.
- Assist the Festival Director with compliance to Companies House, HMRC and other statutory bodies on matters relating to company and charity law and finance.
- Assist and advise the Festival Director and the Board of Directors on the Company's procedures to ensure they reflect current best practice.

- Liaise with and advise line managers in the drafting of company policies, as appropriate, such as child protection, health and safety and other employment related matters and disseminate these to employees, stakeholders, artists and service providers.

4. HR Management

- Assist the Director and Creative Producer in managing and maintaining HR systems including the recruitment and advertisement of posts to ensure compliance with legislative and good practice.
- Preparation of employment contracts and service agreements for freelancers in consultation with the Festival Director
- To ensure that systems and process are in place to support and develop effective staff management (e.g. Holidays, sickness, absence etc)
- Assist the Director and line managers in recruiting and managing volunteers, internships and placements to ensure their effective contribution to supporting the Festival.

5. Other duties

- The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably required within a small team. All staff are required to be professional, co- operative and flexible in line with the needs of each post.

Category	Essential	Desirable
1) Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Strong organisational and secretarial capabilities; able 	<ul style="list-style-type: none"> • Educated to Degree level in a relevant arts discipline • Postgraduate qualification in arts administration

	<p>to multi-task effectively.</p> <ul style="list-style-type: none">• Excellent IT skills including work with database packages, Microsoft Excel & Word• Excellent communications and time management skills• Excellent team working skills• Ability to work as part of a small team	
	<ul style="list-style-type: none">• Well organised and able to prioritise• <input checked="" type="checkbox"/> Good working knowledge of essential financial procedures• Excellent attention to	

	detail	
2) Experience	<ul style="list-style-type: none"> • Experience in an administrative role in arts and culture. • Experience and knowledge of more than one artform, including drama, dance, classical and world music and literature. • Working knowledge of funding institutions in the arts and cultural sector • Experience of managing finances; payroll, income + expenditure, raising purchase orders and invoicing in line with the organisation's financial procedures. 	<ul style="list-style-type: none"> • Experience of working in an arts festival context • Experience of event planning and management

3) Disposition	<ul style="list-style-type: none"> • Able to work occasional evenings and weekends, particularly during the annual festival period. • Confident, friendly approach to working with a wide range of people and organisations 	
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Applicants are invited to submit:

A detailed Curriculum Vitae outlining relevant experience

A letter of application indicating why you are interested in the role

Contact details for two professional referees

Applicants should submit a CV, covering letter and the equal opportunities monitoring form to stephen@cqaf.com by 5pm on 7 June.

Interviews will take place on week commencing 13th June.

We thank everyone who applies for their interest ,candidates selected for an interview will be contacted.

No telephone or walk-in enquiries please. All applications are considered confidential.

The Cathedral Quarter Arts Festival is an equal opportunity employer.

***This position is partly funded by the Department for Communities Artwork Scheme**