

Office and Production Manager JOB SPECIFICATION

Closing deadline extended to 29 April 2019 at 12 noon

Our vision is a future where architecture is a civic right, fundamental to the fabric of life, culture and history, and is a confident expression of who we are and who we might become.

This is an incredible opportunity to join a team of dedicated, creative people all sharing a mutual passion for architecture, art, design and its intersection with the public. In a few short years, we have situated architecture firmly within the cultural context, popularised it through Open House Dublin, inspired young minds through our schools programme, encouraged people to think differently about their cities and towns, and enhanced the practice of architecture through mutually beneficial exchanges between architects and the public.

In preparation for delivery of our 2019-2023 Strategic Plan and with future plans in mind, we are looking to develop a robust and sustainable operation. The position of Office and Production Manager is at the very core of our operations and our implementation plan.

The Office and Production Manager will support the Director of the Irish Architecture Foundation in the delivery of engaging and broad ranging programs that bring people together from diverse backgrounds and disciplines.

If you see yourself as an effective entrepreneurial multi-tasker who has at least three years general management experience in a similar cultural not-for-profit environment you should consider this.

This person will have responsibility for the management of the company finances, to implement and secure a robust financial management system, to align these financial systems with the program delivery, which will include budgeting and production plans. Intersecting with financial management the Office and Production Manager will have responsibility for core aspects of programme delivery.

ROLE SPECIFICATION & RESPONSIBILITIES

Financial and Office Management

- With the Director analyse annual programme's financial needs including cash flow and devise the projections and budgets accordingly.
- Book-keeping and Financial administration including: budgets preparation and management; financial reports writing and presentation to the director and board; maintaining income and expenditure records; requesting financial draw-downs from supporting agencies; preparing and issuing payment; banking
- Supporting board and committee activities including minute taking, document circulation (via e-mail) and scheduling meetings.
- Records management including maintenance of all current office files.
- Work in conjunction with the accountants and auditor to prepare the annual audited accounts.
- Assist in the development of funding applications as required by the Director.

- Support the Director to maximize the earning potential of the company in commercial terms including venue hire.
- Liaise with funding stakeholder on MOUs, Service Level agreements
- Manage appropriate insurances eg Employers & Public Liability
- Oversee all contracting for facilitators, freelancers and consultants etc. such temporary/short-term staff as may be required to ensure programme delivery
- Develop and review all company policies and ensure legal compliance including health and safety, child protection, equal opportunities, Charities Code, Governance etc

Production

- Produce and implement the team Work in Progress meetings.
- Work across all projects in the artistic and operational programme, which includes education, community, national and international initiatives.
- Management and coordination of specific IAF events (launches, lectures, exhibitions openings etc).
- Working with curators on install, transport of exhibitions, loans forms, insurance, publications and PR.
- Working with the Education, Open House Dublin, and Communication team to provide PR and marketing support for programmes.
- Work on any other projects the Director may deem appropriate.

Strategic

- Work with the Director and the team in reviewing and developing the ongoing strategy for the IAF
- Support the Director to build new networks and partnerships and create a financially sustainable business model in both public grant aided and corporate environments

SKILLS & EXPERIENCE REQUIRED

- At least three years experience in a demanding project management and admin role, ideally from a similar multifaceted environment that requires flexibility and ingenuity that delivers on time and within budget, - *Essential*
- Knowledge and experience working in and arts and culture environment- *Highly desirable*
- Significant financial management experience including managing budgets of over €300,000 - *Essential*
- Experience of working with multi-functional teams, complex stakeholders and boards - *Highly Desirable*
- Ability to implement and manage projects - *Essential*
- Experience of producing events – *Essential*
- Excellent computer literacy (Google Drive in particular) and Proficiency in Microsoft Office package and Surf Accounts or similar- *Essential*

PERSON SPECIFICATION

- The ability to remain calm, but adaptable, under the pressure to deliver.
- Interest and knowledge of working in the creative, cultural, design, sector.
- A belief in the power of teamwork and collaboration with the ability to build trust and delegate appropriately.
- Knowledge in highest standards in financial, legal, HR and governance practices.
- Can demonstrate the highest levels of integrity.
- Can demonstrate a natural strength in problem-solving.
- Meticulous with a great eye for detail.
- Sound judgement.
- Excellent communication, organisational and time-management skills.

TERMS

- Immediate start.
- The position is for an initial one-year contract and includes a six-month probation.
- The role is based at 15 Bachelors Walk, Dublin.
- Remuneration ranges €34,000 - €38,000 per annum, pro-rata, and commensurate with experience.

HOW TO APPLY

- Please send a CV and cover letter by email only, clearly demonstrating how you can fit this role and criteria.
- Applications should be submitted to director@architecturefoundation.ie.
- **Closing deadline extended to 29 April 2019 at 12 noon.** Late applications will not be accepted.
- First round interviews will take place on Wednesday 1 May 2019.