

# Irish Architecture Foundation

Job Description

7 September 2021

**Role: Production & Office Manager (Maternity Cover)**

**Contract: 8 months (initially), Full-time, Fixed Term (Maternity Cover Contract)**

**Salary IAF Level 4: €36,000 - €40,000 commensurate with experience.**

Irish Architecture Foundation (IAF) is seeking a dynamic, experienced and highly motivated Production and Office Manager (Maternity Cover) to join our team.

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.

The Production and Office Manager (Maternity Cover) 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 candidate will also have responsibility for core aspects of programme.

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.

The position of Production and Office Manager is at the very core of our operations and our implementation plan. The Production and Office 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 relevant experience in a similar cultural not-for-profit environment you should consider this opportunity.

**Reporting to:** Executive Director

**Line Managing:** Administrative Officer  
Communications Officer

**Key Internal Relationships:** Programming Team  
Development Manager  
Board of Directors

**Key External Relationships:** Public Funders (Arts Council, OPW, Dept. Housing, Local Government & Heritage, Dublin City Council etc. )  
 Stakeholders  
 Suppliers (Web and Graphic Designers, Subcontractors, Building Maintenance etc.)

## ROLE SPECIFICATION & RESPONSIBILITIES

<b>Financial Management &amp; Governance</b> :	<ul style="list-style-type: none"> <li>● Analyse, with the Director, the annual programme's financial needs including cash flow and devise and implement projections and budgets accordingly.</li> <li>● Devise with the Director the annual Risk Assessment document, and revise risk quarterly.</li> <li>● Financial administration including: budgets preparation and management; financial report writing and presentation to the director and board; quarterly management accounts reports; coordination of financial draw-downs from supporting agencies.</li> <li>● Manage and oversee accounts system (SURF) and processes (with the Administrative Officer)</li> <li>● Execute Monthly staff payroll</li> <li>● Lead in preparation of year-end accounts and document consolidation with regard to the annual audited accounts, in line with the auditor's requests.</li> <li>● Attend board meetings, supporting board and committee activities including minute taking, document circulation and scheduling meetings and submission of governance and legal company documentation to the relevant bodies.</li> <li>● Develop and review all company policies alongside the Board of Directors to ensure legal compliance including health and safety, child protection, equal opportunities, Charities Code, Governance etc</li> </ul>
<b>Office and Operations Management</b>	<ul style="list-style-type: none"> <li>● Oversee records management including maintenance of all current office files (digital and hardcopy).</li> <li>● Assist in the development and coordination of funding applications as required by the Director.</li> <li>● Support the earning potential of the organisation (along with the Development Manager) in commercial terms, including venue hire.</li> <li>● Liaise with funding stakeholders on MOUs, Service Level Agreements and Reports.</li> <li>● Gather data from surveys and evaluations and synthesise data into Reports for board, funders and stakeholders.</li> <li>● Manage appropriate insurances eg Employers &amp; Public Liability</li> <li>● Oversee all contracting for facilitators, freelancers and consultants etc. such temporary/short-term staff as may be required to ensure</li> </ul>

	<p>programme delivery</p> <ul style="list-style-type: none"> <li>● Facilities Management and Liaison for the Office building</li> <li>● HR monitoring and support to the IAF team</li> </ul> <p><b>Production</b></p> <ul style="list-style-type: none"> <li>● Work with the Director on devising the annual implementation plan, and assist in setting quarterly KPIs for the organisation.</li> <li>● Programme and lead weekly team ‘Work in Progress’ meetings and other team meetings as required.</li> <li>● Work across all projects and oversee budgets in the artistic and operational programme, which includes Learning, Placemaking, Curated (national and international initiatives) and Open House Dublin Festival.</li> <li>● Management and coordination of IAF events (launches, lectures, exhibitions openings etc) in person and virtual.</li> <li>● Working with curators on install, transport of exhibitions, loans forms, insurance, publications and PR.</li> <li>● Devise and manage install and de-install schedules for exhibitions and installations.</li> <li>● Oversee and provide marketing/communications/PR support for programmes (with the Communications Officer)</li> <li>● Work on any other projects the Director may deem appropriate.</li> </ul>
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<b>Essential Requirements:</b>	<ul style="list-style-type: none"> <li>● Third level bachelors degree in a relevant area</li> <li>● A minimum of 3 years experience in a similar role</li> <li>● Strong understanding and working knowledge of Surf Accounts or similar accounts software</li> <li>● Significant financial management experience including preparation for annual audit and managing budgets in excess of €400,000</li> <li>● Experience with funding and grant applications</li> <li>● Excellent working knowledge of Google Drive/Workspace, Microsoft Office (particularly Excel and Word) and strong IT literacy</li> <li>● Demonstrable and excellent Project Management and Team Leadership skills with the ability to build trust and delegate appropriately</li> <li>● Demonstrable business acumen and stakeholder engagement</li> <li>● Knowledge of best practice in financial, legal, HR and governance practices</li> <li>● Familiarity with GDPR</li> <li>● Knowledge and experience of social media, web editing and monitoring web analytics</li> <li>● Demonstrable experience of producing events</li> <li>● Demonstrable strength in problem-solving</li> <li>● Meticulous attention to detail and accuracy</li> <li>● Excellent numeracy and analytical skills</li> <li>● Exemplary organisational, communication, time-management, coordination and planning skills</li> <li>● Demonstrable ability to work under pressure to meet deadlines, with the ability to remain calm, but adaptable.</li> <li>● Demonstrable ability to work on own initiative as well as working collaboratively within a team setting</li> <li>● Flexibility to work outside usual office hours as necessary to support occasional IAF events</li> <li>● A keen interest in architecture, arts, and the wider culture sector in Ireland and beyond.</li> </ul>
<b>Desirable Requirements:</b>	<ul style="list-style-type: none"> <li>● A qualification in accounting, finance, business administration or similar</li> <li>● Experience of working with multi-functional teams, complex stakeholders and boards</li> <li>● Experience and understanding of working in a not-for-profit environment</li> <li>● Knowledge of Mailchimp, Survey Monkey, Dropbox etc.</li> <li>● Knowledge of A/V equipment and set up</li> <li>● Knowledge of hosting Zoom webinars and meetings</li> <li>● Knowledge of ticketing and box office systems</li> </ul>

**Closing date for applications: Thursday 30th September 2021, by 5pm.**

**How to apply for this role:**

Please submit applications via email, with 'Production & Office Manager Application' in the subject line, to [production@architecturefoundation.ie](mailto:production@architecturefoundation.ie).

Applications should include a CV and a cover letter attached, specifically outlining your skills and experience in regards to the main responsibilities of the role.

Interviews will be held virtually via Zoom and are expected to take place on Wednesday 6th October.

We are sorry, but only those shortlisted for an interview will be contacted.

Irish Architecture Foundation is an equal opportunities employer.

Please don't hesitate to contact us if you have any accessibility requirements.

**Contract**

Contract: 8 month maternity cover contract

Remuneration: €36,000-€40,000 per annum

Start date: W/C 01st November 2021

Hours: Usual working office hours 37.5 hours Monday-Friday.

Flexibility on occasional evenings and weekends as required.

Location: 15 Bachelors Walk, Dublin 1 (some hybrid working permissible)