



## Artistic and Operations Manager – Sing Ireland

Sing Ireland is a dynamic cultural organisation and charity that seeks to positively enhance and change people's lives through group singing. The organisation successfully rebranded as Sing Ireland in 2019 and is poised for significant growth and impact over the coming years. Sing Ireland is now looking to grow our executive staffing team and to recruit an experienced, inspiring and highly motivated Artistic and Operations Manager to assume responsibility for the operations of the organisation, as well as playing a key role in the artistic stewardship of Sing Ireland's work: overseeing its programme, staff and operations.

Sing Ireland's vision for the future will see it become a central cultural player that advocates for, represents and demonstrates the life enhancing ability of group singing. The organisational model that Sing Ireland seeks to further develop has been set out in its [strategy](#) and a robust and energised process is now underway for implementation and execution. Group singing can affect enormous positive change in society and Sing Ireland is at a tipping point in further demonstrating that impact.

Reporting to the CEO, the key strands of this role are:

### Role Description

- The Artistic and Operations Manager will be responsible for oversight of the artistic design (in collaboration with the CEO and Artistic Directors) and management/implementation of Sing Ireland's artistic programmes, training and activities.
- Represents the organisation at local, national and international level when required.
- Ensuring the smooth operations of the organisation.
- Maintaining and managing SI programmes, including negotiating contracts, liaising and managing sub-contractors.
- Part of this role will be overseeing and ensuring that the organisation meets all insurance, legal, contractual and statutory requirements.
- The Artistic and Operations Manager will be the line manager for all staff.
- The Artistic and Operations Manager will be informed by the Staff Handbook and by best practice in human resource management.
- The Artistic and Operations Manager is responsible for financial reporting to the CEO, who in turn is responsible to the Board of Directors.
- The Artistic and Operations Manager in collaboration with the CEO is responsible for assisting (and sometimes leading) with all funding and grant applications.
- The Artistic and Operations Manager will work with the CEO and Artistic Directors to design and evaluate adaptive and impactful programmes that positively enhance the lives of participants.

- The Artistic and Operations Manager has responsibility in collaboration with the CEO for drafting and implementing budgets, managing income and expenditure and ensuring robust financial management strategies, and long-term sustainable financial planning.
- The Artistic and Operations Manager is responsible for assisting the CEO to produce management accounts as required, annual audit and preparation of financial statements in collaboration with auditor and accountant.
- The Artistic and Operations Manager is responsible for assisting the with compliance with Governance requirements and reporting to the Charities Regulator.

### **Skills and Competencies**

The Artistic and Operations Manager should be able to demonstrate that they possess the necessary business, artistic and managerial acumen required for this challenging and exciting position which includes the following skills and experience:

### **Person Specification**

#### Essential skills and competencies:

- A strong knowledge of the music and/or music education sector in Ireland.
- Knowledge of the arts and cultural sector in Ireland, including key funding agencies, policies, stakeholders, and networks.
- An articulate, persuasive communicator – both written and verbal.
- Ability to design, manage, deliver and evaluate artistic and training projects.
- A proven relationship-builder – a “people person” with an ability to work within a collaborative team.
- Excellent organisational, budgeting and planning skills with a commitment to project evaluation and learning.
- Commitment to promoting and developing Sing Ireland’s mission and strategy objectives.
- Demonstrated experience of producing reports, content, and other written material to a high standard with appropriate attention to detail.
- Experience in leading, managing and motivating staff / contractors.
- An ability to work proactively and on own initiative.
- Experience of and understanding of working with professional artists.

#### Desirable:

- Digital fluency and a strong understanding of all communications platforms including social media.
- A deep knowledge of the choral and group singing sector in Ireland.
- Experience in developing and implementing strategy.
- Demonstrated experience of identifying, initiating, and managing partnerships with multiple stakeholders.
- Demonstrated experience of sourcing funding opportunities and submitting applications.

### **Experience and Qualifications**

- A successful track record of at least 3 years’ experience of working in the arts/cultural sector.

- 3rd level and/or postgraduate qualification in music/music education/arts management or related fields.
- **Or** relevant experience that equates to a commensurate recognition in the arts and culture field.

### **Salary**

- €50,000 per annum and pro rata for any lesser period

### **Terms of employment**

- 12 month fixed-term contract with a 6-month probation period. The initial contract may be extended past this period should funding allow.

### **Application closing date**

- Wednesday, 13<sup>th</sup> October, 2021 at 12pm

### **Interviews**

- Shortlisted applicants will be invited for interview on Monday or Tuesday 18<sup>th</sup>/19<sup>th</sup> October 2021

### **Start Date**

- November, 2021

### **Application process**

Applicants are invited to submit:

- CV outlining relevant experience;
- A letter of motivation, outlining your reasons for applying, and addressing the job specifications;

Applications should be emailed to: [recruitment@singireland.ie](mailto:recruitment@singireland.ie) (with Artistic and Operations Manager in the subject line). Please note CV and letter should be contained in one document only.

### **Recruitment process:**

- It is our policy to shortlist;
- Shortlisted candidates will be invited to interview on 18<sup>th</sup>/19<sup>th</sup> October 2021

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