

## **Join the team at Galway Arts Centre Head of Literature / Cúirt Director Required**

Galway Arts Centre seeks a Head of Literature to develop a year-round literary programme for Galway Arts Centre and direct Cúirt International Festival of Literature. Working with the Managing Director and the team at Galway Arts Centre, the Head of Literature is responsible for the development and delivery of Cúirt 2020 and will act as the main advocate and spokesperson for the festival.

### **About us:**

Galway Arts Centre is a multi-disciplinary, inclusive space for artists and the public to engage in ambitious, original and innovative arts practice. In addition to running the annual Cúirt International Festival of Literature, Galway Arts Centre runs a contemporary visual arts programme, a youth led youth arts programme comprising Galway Youth Theatre and Red Bird Youth Collective and Nun's Island Theatre.

Cúirt International Festival of Literature is an annual world class literary festival that showcases the best local, national and international contemporary writing. Founded in Galway in 1985, Cúirt connects readers and writers with each other and with ideas, and builds upon the festival's long-established reputation while steering the artistic vision in vibrant new directions. Cúirt began as a three-day poetry festival and has since grown to a week-long event that includes fiction, non-fiction, genre writing, debate, events for young people, community-focused activities, visual art and film. Cúirt will enter its 35th year during Galway Capital of Culture 2020.

### **The role:**

The Head of Literature will be responsible for reintroducing a year-round literary programme for Galway Arts Centre and delivering the annual week-long festival Cúirt International Festival of Literature. The Head of Literature will have overall responsibility for all aspects of the festival from concept, development and content creation to delivery and evaluation. The successful candidate will work closely with the Managing Director and the Galway Arts Centre Board of Directors to meet set targets for audience development, ticket sales and income. Additional key relationships within the organisation include the Cúirt Committee, Cúirt Reading Panel, General Manager, Head of Visual Art, Head of Theatre, seasonal staff and volunteers.

This is a full-time contract. However, the Festival Director is responsible for delivering all aspects of a significant number of programme events and will be expected to work some evenings and weekends. This contract will require a phased and managed approach to time across the year, with intense periods during and in the run up to the festival.

## Key Responsibilities

- Strategic direction and development of the Galway Arts Centre literary programme and the Cúirt International Festival of Literature
- Upholding the artistic integrity and vision of Galway Arts Centre and Cúirt International Festival of Literature
- Extending their reach to wider, more diverse audiences, sponsors and donors
- Developing the artistic ethos in line with the Galway Arts Centre/Cúirt objectives
- Disciplined management of finances with experience in the development and implementation of budgets and budgetary processes

## Programming

- Identifying potential authors
- Preparing pitches and meeting with publishers
- Logistical planning – scheduling, pricing, capacity setting etc.
- Delivery of identified projects e.g. Creative Europe project 'Read Me I am Yours', Cúirt Labs, Irish language programme, library engagement programme

## Finance, Funding and Sponsorship (Shared with Managing Director and Finance Manager)

- Oversight of financial planning and budget management
- Responsible for the 2021 Arts Council Application (deadline March 2020), Galway City and County Council, Fáilte Ireland and Foras na Gaeilge among others
- Responsible for the development and implementation of a fundraising strategy
- Develop events sponsorship packages matching sponsors with appropriate events
- Work with the Managing Director in identifying and securing individual sponsors
- Develop and maintain close ties with supporters/funders

## Festival Management

- Attend board and Cúirt committee meetings
- Work with the management team on the further development of the marketing / audience development plans
- Liaise with Venue Directors and Programmers
- Maintain relationships with venues, linked agencies, organisations and groups in the catchment area
- Oversee contractual and logistical arrangements for authors
- Ensure that appropriate policies are implemented e.g. health and safety
- Convene and facilitate Cúirt Reading Panel

## Festival Evaluation

- Ensure that Galway Arts Centre collects all required data for evaluation reporting using a variety of qualitative and quantitative tools
- Manage the completion and submission of all drawdown documentation required by funders

## Contract Review and Training

The successful candidate will have regular reviews (every month to six weeks) during a six-month probation period followed by quarterly evaluations. The Head of Literature will be facilitated in accessing any training or professional support required to enhance their skills.

## Essential Qualities/Experience

- Ability to work cooperatively whilst taking leadership responsibility
- A love of books and an understanding of their power to inspire
- Outstanding administrative / organisational skills and strategic drive
- Excellent IT skills including Word and Excel, and willingness to become efficient in new systems
- Understanding of social media and their applications
- Writing and editorial skills, including experience of content creation
- Ability to multi-task and manage different priorities
- The ability to meet deadlines and remain calm under pressure
- Excellent people and communication skills
- Awareness of equal opportunities issues
- Resourceful with the ability to work as part of a team or on own initiative as the situation requires

## Desirable Skills and Experience

- Experience of working in an arts or festivals environment
- Experience of producing literature events
- Understanding of the publishing industry
- Knowledge of literature and the Irish literature sector
- A good knowledge of Irish
- A knowledge of Creative Europe partnerships

## Practical Details

**Salary:** €33,500 per annum

**Contract:** Full-time, 2 year fixed-term contract from October / November 2019

**Hours:** Standard hours Monday to Friday, but evenings and weekends will occasionally be required for which Time off in Lieu is offered by agreement

**Location:** Galway Arts Centre, 47 Dominick Street, Galway

**Holidays:** 20 days paid holiday each year in addition to statutory bank holidays

**Probation:** 6-months

**Responsible to:** Galway Arts Centre Board of Directors

**Reporting to:** Managing Director

## How to apply

Please email your CV and cover letter outlining your interest in this role and what skills and experience you would bring to Galway Arts Centre and Cúirt. Mark your email "Head of Literature Application". Receipt of your application will be confirmed by email.

Please submit your application by email to: [paraic@galwayartscentre.ie](mailto:paraic@galwayartscentre.ie)

The closing date for applications is: 5pm, Wednesday, 2nd October 2019

Interviews will be held: Tuesday, 8th October 2019

If you need any more information about the role, or have any queries please contact [paraic@galwayartscentre.ie](mailto:paraic@galwayartscentre.ie)