



**Cúirt**

**International  
Festival of Literature  
Féile Idirnáisiúnta Litríochta**

Recruitment of Festival Director  
Candidate Information Booklet  
Closing Date for Application: Sunday 21 August 2022



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## JOB DESCRIPTION

**Job Title:** Festival Director, Cúirt International Festival of Literature.

The Festival Director will demonstrate exceptional programming and curatorial skills in the area of literature in all its forms of expression. Bringing excellent organisational leadership, programming and fundraising experience to this exciting opportunity.

Strong communications skills, team management, and an ability to collaborate, manage negotiations and influence at multiple levels with a diverse range of stakeholders is key to the role. They will be an experienced arts professional with strategic planning experience, programming, production and financial management skills.

### Employment Details:

- Salary: €35,000-40,000 per annum.
- Contract: Full-time, 2 year fixed-term contract from September / October 2022. We are open to negotiating a contract (pro-rata).
- Hours: Monday to Friday. Evenings and weekends will be required at key points of the festival's cycle.
- Location: Galway Arts Centre, 47 Dominick Street, Galway. Opportunities for blended working are negotiable after a probationary period.
- Holidays: 20 days paid holiday each year, in addition to 10 statutory bank holidays.
- Probation: Six months.
- Reporting to: Galway Arts Centre Director, Megs Morley.
- Responsible to: Galway Arts Centre Board of Directors.

**Introduction:** Cúirt International Festival of Literature is one of Europe's oldest book festivals, and a leading voice for literature both internationally and across Ireland. Cúirt brings readers and writers together to tell stories, share new perspectives, and to celebrate writing, books and reading in all forms for all audiences.

Cúirt was established in 1985 by Galway Arts Centre as a three-day poetry festival and has since grown to a week-long event that includes fiction, non-fiction, poetry, genre writing, debate, events for young people, community-focused activities, visual art and film.

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, a visual arts gallery and Nun's Island Theatre, and development programmes, residencies and advocacy for artists.

Galway Arts Centre is governed by a Board, chaired by John Caulfield. The organisation and the festival receives funding from the Arts Council and Galway City Council.

## **The Role, Key Objectives.**

The Cúirt Festival Director will be a creative and focused individual, who will work with a wide range of partners to deliver an ambitious and sustainable programme that is a model of excellence regionally, nationally and internationally, and which supports Galway Arts Centre's mission and values.

The Festival Director will be responsible for leading and delivering an annual week-long literary festival and a programme of associated literary projects throughout the year. The Festival Director is responsible for conceiving, developing, budgeting, and implementing the artistic and programmatic focus of the festival in consultation with the Festival Manager and Galway Arts Centre's Director/Curator and subject to the approval of the Board of Directors.

Leading a small team they will deliver all aspects of the festival from concept, to curation, festival development, production, planning, delivery and evaluation. The Festival Director identifies grants and funding streams to support the festival and its development. They will liaise with the Arts Council and manage other key stakeholder relationships internationally, nationally and in the City and County of Galway.

The Festival Director leads and manages the Cúirt Festival production team and sub-contractors. They will work closely with the Galway Arts Centre's Director/Curator and Board of Directors to meet key performance indicators; such as budget controls, targets for audience development, community engagement, festival attendance, ticket sales and diverse sources of income.

In addition, they support and manage key relationships within the organisation including the Cúirt Advisory Group, and Galway Arts Centre's General Manager and Finance Manager. They support permanent staff and new recruits, and plan for the seasonal staff and volunteers needed to deliver the festival.

This is a full-time contract. We are open to discussions about reducing the contract from 12 months to no less than 10 months per annum. The Cúirt Festival Director is responsible for delivering all aspects of the festival and a significant number of programme events. They will be expected to work evenings, weekends and intensively over the lead-up to and during the festival.

## **Our Values:**

- We value imagination and creative thinking and actions. We encourage collaboration, creativity and expect innovation and enterprise from our team.
- We are responsive to new opportunities, creating value for ourselves, our artists, community, and partners.
- We approach our work with integrity and discretion. We work in ways that are forward thinking, collaborative, focused and hardworking.
- We are professional in practice and behaviour, and we are friendly and warm. We ensure that the principles of inclusivity and equality are evident in how we work with our colleagues, users and our wider communities.
- An essential part of our ethos is to value equity, equality, diversity and inclusion.

**Key Responsibilities:**

- Strategic direction and development of Cúirt International Festival of Literature and an annual literary programme for Galway Arts Centre.
- Leading and developing the artistic vision and integrity of Cúirt International Festival of Literature. Extending its reach to wider, diverse audiences, sponsors and donors.
- Disciplined financial planning with experience in the development and implementation of budgets and budgetary skills.

**Artistic Programming:**

- Forming a programme of events which is exciting, clear, contemporary, legible and unique.
- Networking within the spheres of literature, preparing pitches and meeting with publishers and writer resource organisations, educational and festival networks.
- Logistical planning, contracting, scheduling, pricing, capacity setting, etc.
- Delivery of associated events projects e.g. Cúirt Labs, Breaking Ground Ireland, Irish language programme, library engagement programme.

**Finance, Funding and Sponsorship:** (Shared with Galway Arts Centre's Director/Curator and Finance Manager)

- Oversight of financial planning and budget management.
- Responsible for funding applications to the Arts Council, Galway City and County Councils and other key funders, e.g. Creative Europe, Creative Ireland, Fáilte Ireland and Foras na Gaeilge, among others.
- Responsible for the development and implementation of a fundraising strategy.
- Develop event sponsorship packages matching sponsors with appropriate events.
- Identify and secure individual sponsors.
- Develop and maintain close ties with stakeholders, supporters/funders.

**Festival Management:**

- Manage and motivate the Cúirt production team.
- Attend relevant Galway Arts Centre Board meetings.
- Convene and facilitate Cúirt Advisory Group.
- Work with the management team on the further development of the marketing / audience development plans.
- Liaise with and maintain relationships with venues, linked agencies, organisations and groups in the catchment area.
- Oversee contractual and logistical arrangements for authors and contractors.
- Ensure that appropriate policies are implemented e.g. health and safety.

**Festival Evaluation:**

- Ensure that Cúirt collects all required data for evaluation reporting using a variety of qualitative and quantitative tools.
- Manage the completion and submission of all reports and documentation required by funders.
- Report on festival impact annually to the Galway Arts Centre Board.

**Desirable Skills and Experience:****Essential (E) Desirable (D)**

<b>Person Specification:</b>	<b>E</b>	<b>D</b>
A love of books and an understanding of their power to inspire.	✓	
Caring and understanding of various pressures facing artists and writers.	✓	
Warm welcoming, professional and inclusive of people and their cultures.	✓	
Well informed in a range of writing forms and good knowledge of the festival landscape.	✓	
The ability to be flexible, meet deadlines and remain calm under pressure.	✓	
<b>Qualifications:</b>		
Educated to degree level or equivalent.	✓	
Detailed knowledge of contemporary literature.	✓	
<b>Skills:</b>		
Leadership and project management experience.	✓	
Excellent organisational and communication skills.	✓	
Knowledge of Creative Europe partnerships.		✓
Knowledge of the Irish language and its contexts.		✓
Strong knowledge of social media, and media platforms.		✓
<b>Experience:</b>		
Experience of working on festivals or with other cultural organisations.	✓	
Experience of planning, programming and producing literature events.		✓
Knowledge of literature, festival and publishing sector.	✓	
Experience of managing, producing and planning live events.	✓	
Health and Safety experience.		✓
Understanding of the issues surrounding the presentation of live and online events for diverse audiences.	✓	
Experience of working in collaboration with diverse audiences.		✓
Experience of working with non-specialists on creative projects.		✓
Knowledge and experience of developing materials for press, programming and websites.	✓	
A thorough understanding of the relationship between literature and education.		✓
<b>Behaviours/characteristics</b>		
Ability to work on own initiative and as part of a team.	✓	
Proven interest in the aims and objectives of Cúirt and the Galway Arts Centre in the wider culture of the arts in Ireland and internationally.	✓	
Ability to communicate with and enthuse diverse audiences.	✓	
Demonstrates integrity, flexibility, reliability and truthfulness.	✓	
Capable of critical thinking and responsive to changes in policy contexts.	✓	

**Selection Process:** A shortlisting exercise will be employed when assessing eligibility of applications. Applications will be shortlisted according to how well their described experience and skills match the requirements (essential and desirable) of the role as outlined above.

The candidates whose applications appear best suited to the position will be brought forward for interview. Please consider the information contained in this Information Booklet in presenting your relevant qualification, skills and experience in your CV and Cover Letter.

**Interview:** Applicants will be invited to attend for interview, which will include a presentation on a topic relevant to the role.

Please note, interviews are expected to take place on 29 August 2022.

Interviews will take place in person in Galway City, with reasonable accommodation for overseas candidates.

We reserve the right to invite candidates to a second-round interview.

#### **How to apply:**

- **A cover letter** (max. two A4 pages) outlining why you wish to be considered for the role, why it is of interest and where you believe your skills and experience meet the requirements of the role.
- **A comprehensive CV** clearly showing your relevant academic and professional qualifications and experience, and achievements in your career to date.
- **Title your email “Cúirt Festival Director Application”** Please submit your application by email to Galway Arts Centre General Manager: [tara@galwayartscentre.ie](mailto:tara@galwayartscentre.ie)
- The closing date for applications is: 11.59pm Sunday 21 August 2022

Galway Arts Centre is an equal opportunities employer and welcomes applications from people from diverse backgrounds and under-represented groups including ethnic minorities and people with disabilities.

Galway Arts Centre will acknowledge all applications received by email only. If you do not receive acknowledgement of your application within two working days of submission, please contact [tara@galwayartscentre.ie](mailto:tara@galwayartscentre.ie) to ensure your application has been received.

Further information about the role and queries are being managed by Festival Manager: [aisling@cuirt.ie](mailto:aisling@cuirt.ie)

#### **Probation Period and Training:**

The successful candidate will have reviews during a six-month probation period followed by annual evaluations, and may be facilitated in accessing any training or professional support required to enhance their skills.

NB: This document is provided to assist the candidates to know their principal duties at the time of application to the role. Areas of responsibility and focus may evolve and change in response to the organisation’s needs and requirements of our funders.



The logo for Cúirt features the word 'Cúirt' in a large, bold, black serif font. The letter 'i' is stylized with a teal dot. Above the 'i' is a purple triangle pointing downwards, and to its right is a teal circle.

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