



**The GAFF** is a community-focussed arts organisation situated in a purpose-developed building at 29 and 30 Lord Edward Street in Limerick city. It produces and celebrates collaborative arts practice, championing equality, inclusion and diversity with participants and through the projects it undertakes.

**The GAFF** aims to support and foster:

- growth in capacity for theatre and performing arts, resourcing amateur practice
- artist-led organisation, respecting the right of the artist to fair pay and a safe workplace
- the creative input of participants, celebrating stories and community wisdom
- an inclusive, rights-based approach, seeking the diverse, seldom-heard voice

The GAFF is seeking to appoint a Director to lead the company's artistic programme and the next phase of its development, managing from the company's new base in Limerick, Ireland. This is an exciting opportunity for an experienced, dynamic and ambitious individual wishing to be at the forefront of community-focussed, multidisciplinary arts provision in the Mid-West and in Ireland.

The successful candidate will have a good overview of socially-engaged arts practice across Ireland and a strong track record of working collaboratively with artists, cultural organisations and funding bodies. They will have a vision for the future direction of The GAFF and how it will continue to develop the arts in the daily lives of both artists and community bodies throughout Limerick and the Mid-West of Ireland, as well as lead the expansion and development of our exciting new artists' workspaces.

Please see job description attached for full details on the role.

## How to Apply

Applicants should send a letter (no more than 2 pages) outlining

- (i) your vision for **The GAFF** and
- (ii) how your skills and experience are appropriate for the role

This should be accompanied by a CV (3 pages maximum) including referees, who will not be contacted until the shortlisting stage.

Please send all materials via email only to [chairthegaff@gmail.com](mailto:chairthegaff@gmail.com)

The deadline for applications is Friday 27<sup>th</sup> February 2026 at 5pm. Late applications will not be accepted. Shortlisting will take place on the basis of the information supplied in the application. Interviews are scheduled for the week of 23<sup>rd</sup> March.

**The GAFF** promotes equality and recognises the positive values of diversity. We welcome and encourage applications from people of all backgrounds and identities.

## Job Description: Post of Director

**Role:** Director

**Reporting to:** Board of Management

### Responsibilities

The successful candidate for the post will have a range of artistic and executive responsibilities.

#### Artistic Responsibilities:

- Leading the artistic vision for **The GAFF** – developing, curating and producing a vibrant, year-round programme of artistic activity
- Active participation and leadership in the socially-engaged arts sector through attending performances and events and networking opportunities
- Maintaining a knowledge of the community-focussed artistic sector and its practitioners in order to understand how events and communities can be best supported by the work of **The GAFF**
- Nurturing and extending a hospitable and vibrant creative environment in which artists and participants have a sense of welcome and creative warmth
- Engaging with key stakeholders in the local, national and international arts ecology, including state and private funding bodies

#### Executive Responsibilities:

##### *Governance*

- Engaging with the board for the purposes of reporting, advice and strategic direction
- Designing, delivering and reporting on quarterly plans, which deliver the goals and objectives of the strategic plan in agreement with the board
- Ensuring that the organisation complies with the Governance Code and all requirements of the Charities Regulator and all other relevant funding and regulatory bodies
- Developing company policies and procedures as appropriate and required
- Overseeing the management and operation of **The GAFF** in line with all relevant governance, policies and best practice and ensuring a pleasant and happy working environment
- Maintaining confidentiality and security of any restricted or confidential information, following all GDPR policies
- Building working relationships with other community-based projects, community centres

and relevant groups at a local and national level

- Manage the organisation on a day-to-day basis in a manner which will ensure a pleasant and happy working environment
- Liaising with and representing **The GAFF** to the media as appropriate

### *Funding and Finance*

- Generating and sustaining funding from state, corporate and philanthropic sources
- Preparing and overseeing the operational budget, with updates provided to the board
- Identifying and securing appropriate public, philanthropic and corporate funding opportunities and preparing detailed applications for relevant funding opportunities
- Organising fundraising events to generate income
- Compiling all reports for each specific funding stream and making returns as required
- Generating earned income by promoting the facilities for hire
- Supporting the team to keep up-to-date records of all project finances and operations

### *Managing People*

- Facilitating a team approach to the planning and implementation of the artistic programme
- Supporting staff to identify and access appropriate training opportunities
- Overseeing the HR function of the organisation, including induction of new staff, team meetings, and performance reviews
- Supporting staff in their engagement with building users and outside agencies

### *Operational Management*

- Ensuring that the Health and Safety Policy for the organisation is implemented and followed by all groups accessing the building
- Identifying maintenance contractors for our building and arranging annual maintenance of systems

## **Required Skills and Experience**

- Relevant experience in community-engaged arts or community practice, of which at least 3 years are with leadership responsibilities
- A demonstrable commitment and interest in the development of community-engaged arts activities
- A proven ability and experience in financial management and administration
- An understanding of the local and national policy environment for collaborative arts development and its related areas
- Excellent interpersonal skills, both written and verbal
- Evidence of experience/ability in project development and implementation

- Evidence of experience/ability in managing funding and other partnership/stakeholder relationships
- Demonstrable ability to generate funding; public, private and philanthropic
- Strong team management skills
- An ability to build and maintain relationships across local, national and international networks, with community projects and within wider regional fora

### Annual Leave – 26 days per year plus bank holidays

As this role requires managing a new premises and new team, we require the successful candidate to work from the building 5 days a week.

**Salary - €48,000**

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