



Our Project Potential Department is hiring for two positions:

- 1. Access Manager (p/t 2.5 days p/w)**
- 2. Creative Producer (p/t 2.5 days p/w)**

Project Arts Centre (PAC) is seeking applications from skilled, experienced and motivated individuals to join our team at Ireland's foremost contemporary arts centre.

Project is a vibrant, welcoming hub that connects artists, audiences and local communities, promoting exchange, experimentation and collaboration, and the presentation of extraordinary work that inspires and provokes. Based in Temple Bar, Dublin, Project Arts Centre consists of two performance spaces and a gallery. We present hundreds of performances and visual arts events to the public each year and provide a range of supports to individual artists and companies who are part of our Project Artists initiative. We also work with local communities and schools to reach new artists and develop new audiences.

Project has three performance/installation spaces in the building; The Space Upstairs, The Cube, The Gallery, in addition to The Bar & Upper Foyer and the Lower Foyer/Reception/Box Office area. We also have an online space, Project Portal.

Project's current strategy is heavily influenced by our policy Towards Equality Diversity and Inclusion (TEDI), which gives particular consideration to four priority areas:

- Sexuality and Gender Diversity
- Disability
- Socio-Economic Background
- Cultural Diversity

Project is committed to making the necessary time and space to create inclusivity through action. Project Potential is the home for all Access & Engagement work in the organisation. It is a space for complexity and nuance, and Project is committed to investing the time, space and programming necessary to build meaningful relationships with artists, audiences, local communities and schools that align with our TEDI priorities.

Inclusivity is embedded in the work of all departments across the organisation but the Project Potential team plays a lead-role in both shaping and delivering this work and assisting the staff team to build capacity and connections.

1. Project Potential - Access Manager (part-time)

Salary: €20,000 for 2.5 days per week (€40k pro rata)

Key Responsibilities:

Developing / Delivering Access

- Organising and ensuring access for events, performances and programmes in Project Arts Centre (including but not limited to) ISL interpretation, audio descriptions, loop systems, easy read documents, NaviLens codes and captioning.
- Maintaining and updating access provision information (people/costs etc.) for internal use and as a resource for incoming artists/companies.
- Providing access consultation for/with other local arts organisations (e.g., Temple Bar Access Alliance, Disrupt Disability Arts Festival, The Arts Council).
- Assisting with the planning and delivery of Project's Europe Beyond Access (EBA) programmes.
- Participating in The Arts Council's new ALL-IN pilot access programme on behalf of Project.

Communities and Contacts

- Building and maintaining relationships with a wide range of Disability led communities across the city.
- Leading on projects and programmes which support the development of new audiences from Disability communities.
- Gathering ongoing feedback and keeping up to date with best practice in Disability Arts through formal and informal relationships.

Artist Supports – working with Disabled artists

- Identifying artists and developing and delivering programming alongside the Creative Producer for our school's residency and local community programmes.
- Developing and maintaining relationships with emerging and established Deaf and Disabled artists and companies.

- Work with the Project Potential Creative Producer to support Deaf and Disabled artists with funding applications (e.g., bursaries & agility awards) and Work & Access.
- Work with the Project Potential Creative Producer to programme Deaf and Disabled artists in the Annual Open Day and other artist opportunities as they arise.
- Attend relevant external events on behalf of Project.
- Keep abreast on the development of Disability arts events, festivals and projects across the country.

Organisational

- Planning and preparing material for the annual Arts Council application in collaboration with the Project Potential Creative Producer.
- Writing reports and managing budgets.
- Liaising with the Production, Communications, House, and Box Office teams to ensure smooth delivery of access for programming.
- Identifying staff training needs and resources in relation to access as required.
- Coordinating with the Communications team on accessible formats and communications.
- Sharing EDI information and consulting with other arts organisations as required.
- Supporting the Artistic Director with the delivery of relevant parts of the wider artistic programme as relates to access.
- Leading on and delivering against the Strategic aims of the Project Potential department via our TEDI policy and current strategy.
- Contributing to the development of a new strategy (2027 – 2031) in relation to Project Potential, most specifically in relation to access.

Qualities -

- Experience of access support for artists and audiences/ communities/ schools.
- Demonstrate an understanding of intersectional identities within the Disability community.
- Ability to work independently, whilst being aware of the needs of a wider team.
- Ability to collaborate with others.
- Experience of seeking and writing funding applications (Arts Council / Community Foundation / ADI etc.)
- Experience of providing and delivering accessible events to a wide range of needs.
- Experience managing budgets and delivering programme activities on time and within budget.

- A deep understanding of and interest in the barriers to accessing cultural buildings and events, particularly for Deaf and Disabled artists and audiences.

2. Project Potential - Creative Producer (part-time)

Salary: €20,000 for 2.5 days per week (€40k pro rata)

Key Responsibilities:

Artist Supports - Working with Emerging Artists as prioritised in our TEDI policy

- Developing and maintaining relationships with emerging artists as relates to our TEDI policy and programming policy.
- Producing advice, mentorship and career development for emerging artists.
- Supporting artists with the writing of applications (e.g., bursaries & agility awards).
- Attending relevant external events on behalf of Project.
- Keeping in touch on the development of emerging scenes and alternative arts activities locally and nationally.
- Providing feedback and reporting on engagement.

Programming

- Schools: Identifying artists and developing and delivering programming for our school's residency programme alongside the Access Manager.
- Communities: Engaging with local communities to plan and deliver artist-led initiatives and to seek out funding as required.
- Digital: Identifying opportunities for artists to present their work on the Project Portal.
- Informal Community Events: Organising and supporting events across all areas of the building.
- Annual Open Day: Programming, producing and coordinating activities.
- Supporting the Artistic Director with the planning and delivery of the wider artistic programme as required.

Communities and Contacts

- Building and maintaining relationships with a wide range of communities and civil society organisations across the city.

- Developing and delivering engagement programmes led by key contemporary artists curated in collaboration with the Artistic Director and Curator of Visual Arts.
- Leading on projects and programmes which support the development of new audiences from diverse communities.

Organisational

- Planning and preparing material for the annual Arts Council application in collaboration with the Project Potential Access Manager.
- Writing reports and managing budgets.
- Liaising with the Production, Communications, House, and Box Office teams to ensure smooth delivery of Project Potential programming.
- Liaising with the Project Potential Access Manager to identify and programme staff training across TEDI priority areas.
- Sharing EDI information and consulting with other arts organisations as required.
- Supporting the Artistic Director with the planning and delivery of relevant parts of the wider artistic programme as relates to the TEDI priority areas as required.
- Leading on and delivering against the Strategic aims of the Project Potential department via our TEDI policy.
- Contributing to the development of a new strategy (2027 – 2031) in relation to Project Potential, most specifically in relation to artists across the TEDI priority areas.

Qualities

- Experience of producing the work of emerging artists, in particular those from TEDI priority areas, across a range of contexts.
- Demonstratable experience of supporting artists from diverse cultural backgrounds and lived experiences.
- An understanding of and interest in alternative cultural spaces, arts scenes, creative communities and events across the city and wider.
- Ability to work independently and lead on creative projects, whilst being aware of the needs of a wider team.
- Ability to collaborate with others.
- Experience of seeking and writing funding applications (i.e. Arts Council / Community Foundation).
- Experience of programming the work of a wide range of artists.

- Experience managing budgets and delivering programme activities on time and within budget.

How to apply:

Please send a CV and cover letter of up to 2 pages explaining why you fit the person specification for your preferred role and highlighting your experience. You may also send a video of up to 5 minutes rather than a cover letter if preferred.

Deadline: Applications should be emailed to jobs@projectartscentre.ie by **9am on Thursday 12th June.**

Interviews will be in person at Project Arts Centre on **Wednesday 18th June.**

Project would like to encourage applications from candidates coming from a diversity of national, ethnic or cultural groups (including, but not limited to) Asian, Black, Traveller and minority ethnic, refugees, people with disabilities, working-class and LGBTQI+ artists.

Please apply with either the title PROJECT POTENTIAL ACCESS MANAGER or PROJECT POTENTIAL PRODUCER in the title line.