

An Grianán Theatre Recruitment

Job Title: The Viewing Project Manager

About The Role: The Viewing Project, funded by the PEACE Plus programme, is a two year community arts participation project which An Grianán Theatre has been contracted to deliver and implement. The Project proposes to embed artistic exploration and theatrical development into the heart of communities around County Donegal and the border regions, and to promote cross community engagement and dialogue through arts participation. Running from late 2025 to 2027, The Viewing Project represents a robust and exciting opportunity for An Grianán Theatre to bring our theatrical project out into the heart of County Donegal and to engage a diverse array of artists and participants.

The Viewing Project Manager will be responsible for implementing the project across its five strands of activity. They will be responsible for recruiting artists and participants and fulfilling the tender targets for the project which An Grianán Theatre designed and developed. With the support of the An Grianán Theatre team, the successful candidate will be responsible for developing community connections, liaising with and contracting artists and mentors for the project and delivering upon the programme of activity across the next two years. The programme consists of community workshops, art classes, theatre residencies and production, mentorships and masterclasses. The Project Manager will also, with the support of the An Grianán team, be responsible for delivering a celebratory launch and finale of the project and liaising with all media partners throughout the lifespan of the programme.

Hours - 25 Hours (Part time) It is understood that at times you may be expected to work such hours as are necessary to support the Project including evenings and weekends. For example: a community meeting may fall outside of regular working hours.

Base - An Grianán Theatre - A hybrid of working from home, in the field and in office mode is expected.

Salary - €26,000 per annum

Ideal start date: - Monday 1 September 2025

To Apply - Please send a CV and letter (2 Pages max) outlining your suitability for the role, in particular paying attention to address the essential and (if applicable) desirable experience, skills and attributes. Please include the names and contact details of 2 referees relevant to your application. Send your application by email only to:
pmcbride@angrianan.com

Deadline for Applications — Monday 28th July 2025 by 12pm.

* An Grianán Theatre is committed to the principle of equality of opportunity. We will ensure that no one receives less favourable treatment on the grounds of colour, race, religious belief, political opinion, sex, marital status, disability, age, sexual orientation, family circumstance, pregnancy or maternity leave, gender, gender reassignment or ethnic or national origin. We welcome applications from all backgrounds.

Job Description

Job Role: Reporting to the Director and operating as a part of An Grianán Theatre's management team, this is a Peace Plus funded role that will be responsible for the delivery of The Viewing Project, coordinating the programme of activity and implementing the project across a two year period from autumn 2025 till summer 2027. The range of the role covers project management and planning, community engagement, communications, ongoing monitoring and evaluation and administration.

Key Responsibilities:

The main responsibility of the job is to coordinate, implement and oversee The Viewing Project outline and programme of activity including all the following:

Project management and Planning

- To manage the implementation plan for the project.
- To manage the project budget with reference to each of the five strands of activity.
- To contract key personnel including artists and facilitators for the project.
- To liaise with stakeholders and ensure stakeholder satisfaction by managing their requirements. Stakeholders include venues, community groups, funders and other project partners.

Community Engagement

- Develop relationships with targeted communities across County Donegal.
- Liaise with community groups and individual participants.
- Support participant access and attendance to activities.

Communications

- To create and prepare a major press launch and closing event for the project.
- To publicise the Project at all its five programme stands.
- To coordinate the design and delivery of all press, publicity and marketing materials related to the project.
- To write press releases and create content for social media platforms.

Monitoring and Evaluation

- To document the projects activities and prepare the monitoring and evaluation reports required by the funding agency on a quarterly basis.
- To ensure that the monitoring and evaluation reports are completed by participants at each stage of the project.
- To evaluate the effectiveness of the project at each stage of delivery and report back to the funders.

****Quarterly project reporting and monitoring are the basis for the reimbursement of eligible expenditure, content reporting includes details on /overall project progress, such as activities, achievements, indicator progress,**

communication, target group involvement, project management, and any problems or deviations encountered. Additionally, there is a requirement to record contact hours per participant. The Programme emphasizes 'transformative', meaningful, and purposeful cross-community contact, and actively encourages cross-border engagement.

Administration

- To carry out procurement procedures under the specified guidelines as required.
- To prepare invoices for payment and keep meticulous records of all invoices relating to expenditure on the project.
- To communicate clearly with An Grianán Theatre's administrative team regarding scheduling of payment and to secure the necessary documentation required for the granting authority for each payment.
- Document Retention - An Grianán Theatre is obligated to maintain and manage a robust record and document management system for verification and audit purposes and in compliance with GDPR requirements.

Plus any other duty that reasonably falls within the remit of the role. This job description reflects the core duties and responsibilities of the post when advertised. As the project develops, there will inevitably be some changes to duties and responsibilities. We expect that the successful applicant will recognise this and will adopt a flexible approach to work.

Reports to: An Grianán Theatre Director

Works with: An Grianán Theatre staff, project participants, project personnel (artists and facilitators).

Person Specification

The successful candidate will be an energetic self starter with excellent communication and team management skills, someone with experience of community building and engagement and someone reliable and passionate about arts participation.

Essential:

- A minimum of 3 years experience of project and event management including budget management, funding and communications and or a minimum of 2 years community development or community engagement work.
- Experience of leading teams.
- Fluency working with analytics and data to assess performance.
- Excellent standard of written and spoken English.
- A full clean driving licence.

Desirable:

- Third-level qualification in a related subject.
- Experience of using website and/or E-communications content management and ticketing software systems.
- Design and video editing skills.
- Experience of theatre producing and working in the arts industry.
- Experience working with European Funding Organisations such as SEUPB / Creative Europe.

Attitudes, Skills and Abilities:

- Strong interpersonal and communication skills.
- Flexibility to work equally well on own initiative as well as collaborating as a part of a close-knit team.
- Effective time management and ability to prioritise own workload.
- Keen attention to detail, ensuring the final quality of content.
- Proactive approach and enthusiasm for developing and sharing creative ideas.
- Commitment to achieving high-quality outcomes and a determination for results.