

Comhchoiste Ghaeltacht Uíbh Ráthaigh

Folúntas *Vacancy*

Áisitheoir/Riarathóir Ealaíona *Arts Facilitator/Administrator*

Conradh Páirt-aimseartha 9 mhí (ionann le lá sa tseachtain)
9-month part-time contract (equivalent to one day per week)

An Ról *The Role*

Áisitheoireacht agus Riaracháin ar thograí ealaíona an Chomhchoiste, togra na hÁiteanna Ildánacha san áireamh. Is ról suimiúil, spreagúil a bheidh ann, a chuireadh réimse leathan oibre agus ina bheidh an té a cheapfar ag plé le réimse leathan eagrais, ealaíontóirí agus tograí mar aon leis an bpobal féin.

Facilitation and administration for Comhchoiste Ghaeltacht Uíbh Ráthaigh's arts programmes, inclusive of the Creative Places project. This should be an interesting and stimulating role, with a diverse range of work where the appointed person will be engaging with a wide range of organisations, artists and projects as well as with the community of Uíbh Ráthach.

Is ról píolótach é seo, á mhaoiniú ag Ealaín na Gaeltachta, trína mbeidh an Comhchoiste agus a bpáirtnéirí ag foghlaim faoin méid, múnla agus na saghasanna tacaíocht dos na healaíona atá éifeachtach.

This is a pilot role, funded by Ealaín na Gaeltachta, through which the Comhchoiste and its partners wish to learn about the amount, models and types of support for the arts which might be effective.

Príomh cúramaí & freagraíochtaí *Duties and Responsibilities*

- Tacaíocht riaracháin agus áisitheoireachta a chuir ar fail don dtogra Áiteanna Ildánacha
 - *Administrative and facilitative support to the Creative Places project*
- Riaradh ar an chlár sna healaíona dúchasacha don óige atá á reáchtáil ag CGUR
 - *Administering CGUR's programme in the traditional arts for young people*
- Tacaíocht riarachán a chuir ar fáil do Éigse na Brídeoige agus Éigse na Gréine
 - *To provide administrative support to Éigse na Brídeoige and Éigse na Gréine*
- Tacú leis an bpobal agus leis an gcomhpháirtíocht stiúrtha maoiniú a aimsiú agus a riaradh le haghaidh clár/imeachtaí ealaíona insna ceantracha éagsúla in Uíbh Ráthach mar fhreagra ar na riachtanais pobail a thagann chun cinn
 - *To support the community and the working group in accessing, deploying and administering additional funding for arts programming/events in the various parts of Uíbh Ráthach in response to the needs of the community*

- Tacaíocht riaracháin ealaíona a chuir ar fáil d'aon togra ealaíne eile sa cheantar, mar a threoraíonn an Chomhchoiste
 - *To provide administrative support for any other arts project in the area, as directed by the Comhchoiste*
- Freastal ar chruinnithe fé mar a atá aontaithe leis an mBainisteoir/Grúpa Oibre
 - *To attend meetings as required by the Comhchoiste/Working Group*
- Comhoibriú le na daoine agus na dreamanna cuí chun cinntiú go bhfuil feasacht maith ann ar na tograí thuasluaite ag an bpobal
 - *To work with the various stakeholders to ensure a good level of awareness in the community and more widespread visibility for the abovementioned projects*
- Aon chúram ábharach eile a thiocthaidh chun cinn
 - *Any other relevant duty that may arise.*

Laethanta Oibre Schedule

Is lá sa tseachtain atá i gceist, cé go n-aontófar sceidiliú difriúil ó am go chéile, ag braith ar cruth na hoibre. Is iad 9.00am – 5.00pm na gnáth uaireanta oibre. Beidh obair tráthnóna agus deireadh seachtaine ag teastáil ó am go chéile. Cuirfear tús leis an ról ag tús Meán Fhómhair 2021. Is conradh 9 mhí atá i gceist leis an ról seo. De bharr nádúr na hoibre, d'fhéadfaí tús áite a thabhairt d'iarraothóirí gur féidir leo bheith solúbtha ó thaobh sceidiliú de, mar a aontófar ó am go ham.

The role is for one day per week over the period of the contract, though alternative arrangements of days might be agreed from time to time, depending on requirements. 9am-5pm are the usual working hours. Some evening and weekend work will be required from time to time. The role will begin at the beginning of September 2021. This is a 9-month contract. Due to the nature of the work, applicants who are in a position to be flexible in relation to scheduling, as agreed from time to time, may be prioritised.

Freagracht Reporting

Beidh an té a cheapfar freagrach go bhainisteoir an Chomhchoiste go ginireálta, agus go dtí an ghrúpa oibre maidir le togra na hÁiteanna Ildánacha.

The appointed person will report to the manager of the Comhchoiste, and to the working group in relation to the Creative Places project.

Gnéithe pearsanta Person specification

Taithí & Cáilíochtaí Experience & Qualifications

- Caighdeán mhaith oideachas go leibhéal Ard Teiste ar a laghad
 - *Good standard of Education to a minimum of Leaving Cert Standard*
- Taithí ar earnáil na healaíona
 - *Experience in the arts*
- Gaeilge líofa (scríofa agus labhartha)
 - *Fluent Irish (spoken and written)*
- Ceadúnas glan iomlán tiománaí agus úsáid ghluaisteáin

- *Full clean driver's licence and use of car*
- Taithí ar bhainistiú tograí/imeachtaí
 - *Project/Event management experience*
- Taithí bheith ag bainistiú na meáin shóisialta
 - *Experience in managing social media*
- Tuiscint ar tábhacht Sláinte agus Sábháilte
 - *Understanding of importance of H&S*
- Cumas maith ar chláracha MS Office
 - *Good practical knowledge of MS office*
- Sásta dul faoi ghrinnfhiosrú
 - *Willing to be Garda Vetted if necessary*

Tréithe Qualities

- Scileanna maithe idirphearsanta
 - *Good interpersonal skills*
- Scileanna maithe cumarsáide
 - *Good communication abilities*
- Ábalta feidhmiú mar bhall foirne agus comhoibriú le daoine eile
 - *Team working and collaborative ability*
- Sásta a bheith solúbtha
 - *Flexibility*
- Críochnúlacht cruthaithe
 - *Eye for detail*
- A bheith sásta traenáil cuí a dhéanamh
 - *Willingness to undergo training*
- Duine macánta agus díograiseach
 - *Integrity & honesty*

Tuarastal Salary

Socrófar an ráta páigh i gcomhréir le thaithí an té a cheapfar.

The rate of pay will be commensurate with the experience of the successful applicant.

Conas iarratas a dhéanamh How to apply

Litir iarratais le CV agus sonraí teagmhála (ríomhphost & guthán) dhá mholtóir le bheith seolta ar ephost go creativeplacesur@gmail.com faoin 6^ú Lúnasa 2021. Aon cheisteanna breise, nó má tá fonn ort labhairt le duine faoin ról, cuir ríomhphost chuig creativeplacesur@gmail.com agus 'Riarathóir' mar líne ábhair.

Letters of application (as Gaeilge) with CV and contact details (email and phone) of two referees to be emailed to creativeplacesur@gmail.com by the 6th of August. Any additional queries, or to arrange to speak with someone about the role, please email creativeplacesur@gmail.com with 'Admin Role' as the subject line.