



**Creative Places Tipperary Town** is part of the national Creative Places programme developed and funded by the Arts Council.

# Creative Places Tipperary Town

## Project Assistant

**Closing Date: 4:00 p.m. on Tuesday 2 May 2023**

### INTRODUCTION

Tipperary Town is one of twelve places nationally that has been awarded a Creative Places Award from The Arts Council for a three-year developmental arts programme. The project in Tipperary Town began in Autumn 2022 and runs until Autumn 2025.

The project is being led by Youth Work Ireland Tipperary in partnership with a range of other agencies and organisations that make up Tipperary Town Revitalisation Task Force.

The mission for Creative Places Tipperary Town is to:

**Support and develop artists and creative practitioners to collaborate with those who live and work in Tipperary Town to explore identity, bring vibrancy to the place and high quality arts opportunities to the people.**

A Creative Places Coordinator has been employed since November 2022 to lay the foundations for the project and begin an engagement programme inviting local people and artists to get involved in a range of ways. The project is seeking an Assistant to support the Coordinator in creating systems and activities that will allow the project to develop and work towards its goals in collaboration with the community, artists and partner agency staff.

### THE ROLE

The Creative Places Project Assistant will support the Creative Places Coordinator to communicate with community groups, artists and local people. The role will involve administrative work such as keeping budget and participation records, ordering materials for workshops and booking venues. It will also involve maintenance of web-based and social media platforms. The role will also include public-facing activities such as arts and consultation workshops with the Creative Places Coordinator and a range of artists to welcome and involve people in creative activities.

This role is suited to a curious person who is organised and used to managing information, who enjoys working with people and is interested in the role that creativity and the arts can play in society.

The Creative Places Project Assistant will be recruited and employed by Youth Work Ireland Tipperary (YWIT) and supported operationally by the Creative Places Coordinator and wider YWIT team. The successful candidate will report to and operate within the employment and governance procedures of YWIT.

## **DUTIES**

The duties will include but are not limited to the following and the post holder may be required to perform other duties as appropriate to the post from time to time and to contribute to the development of the post while in office:

Work alongside the Creative Places Coordinator to:

- Develop and maintain record keeping systems, to ensure good governance and reporting to funders and stakeholders.
- Document and monitor activities and collate Creative Places data.
- Connect and build relationships with organisations and individuals to gather information about their cultural activities and priorities.
- Administer timely, accessible and inviting marketing and communications in both print and electronic media across a range of platforms.
- Contribute ideas for the development of the Creative Places project in Tipperary; be an active part of the process.
- Order and prepare materials and equipment to support consultation and artist-led workshops.
- Book spaces and venues for project use.
- Map community and cultural assets.
- Maintain a calendar of events and cultural initiatives such as National Drawing Day and Culture Night.
- Support the application process for additional project funding.
- Be aware of relevant sector information and news that is useful to the Creative Places Coordinator and project.
- Develop and support processes to administer seed funding grants.
- Liaise with the YWIT team to ensure financial and other paperwork is filed correctly.
- Liaise with the YWIT team to ensure artists and other relevant people are Garda vetted, tax compliant and that they can be paid.
- Support and work with volunteers to support the project as it grows.
- Work with the Coordinator and other people involved to reflect on and evaluate the process and programme.

## **TENURE**

The contract duration is initially for one year - June 2023 to May 2024. The position is a fixed term contract with a 3-month probation period.

A panel may be formed to fill this position and any future vacancies for the Creative Places Tipperary Town Project Assistant which may arise during the lifetime of the panel.

## **LOCATION OF POST**

Where and when particular pieces of work will take place will be discussed and agreed with the Creative Places Coordinator. Administrative and other desk-based tasks can be undertaken from home or at an office in Tipperary Town, either within the Youth Work Ireland Tipperary Town premises, or in Tipperary Excel Arts Centre. Other activities will require the Project Assistant to work at a community venue in Tipperary, such as Knockanrawley Resource Centre or Excel Arts Centre. It is estimated that the Project Assistant will need to be available for work onsite in Tipperary Town approximately twice a month, although this may change as the project develops over time.

**SALARY**

The rate of pay is €18.08 per hour, based on 12 hours per week.

**WORKING HOURS**

Working hours provide for twelve hours across each working week. The successful candidate may be required to work hours outside of “normal office hours”, including evenings and weekends, as required by the Creative Places programme and as agreed in advance with the Project Coordinator.

All hours worked will be subject to the provisions of the organisation of the Working Time Act 1997 and Organisation of Working Time Act (Regulations) 2001.

**ANNUAL LEAVE**

The current annual leave entitlement is **27** days per annum or on a pro-rata basis for any period worked. Notice of intention to take leave shall be given to the line manager at least two weeks before proposed leave commences.

YWIT's leave year runs from 1st January to 31st December. Granting of annual leave, payment for annual leave and arrangements for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1977 (as amended).

# Creative Places Tipperary Town

## Project Assistant

### PERSON SPECIFICATION

#### Essential skills and experience

- Expertise and experience of organising information using IT systems such as Excel, Word, Google docs and Mailchimp.
- Experience of writing accessible information to promote events using print and online media.
- Experience of working in a public-facing environment being welcoming and helpful.
- Excellent interpersonal and communication skills.
- An understanding of the cultural sector and the practices of community engagement and socially-engaged arts.
- Good team work skills.
- Ability to work on your own initiative with supervision
- Ability to take direction and maintain appropriate boundaries.
- Report writing skills and the ability to document work and record data.
- Ability to adhere to organisational policies such as child protection, data protection and health and safety.

#### Desirable experience and qualities

- Self-motivated, enthusiastic and curious.
- Honest, responsible and reliable.
- Committed to human rights and equality of access to the arts.
- Experience of working within an arts or cultural context.
- An awareness of current arts sector information and its funding structures.

#### Essential

- Flexible approach to work according to the need of the Creative Places Project
- Garda vetting applies to this post.
- The ability to be on-site in Tipperary Town at least twice per calendar month.

**TO APPLY please send a CV and covering letter to [hr@youthworktipperary.ie](mailto:hr@youthworktipperary.ie) with the subject heading "Creative Places Project Assistant".**

Your covering letter should be no more than 2 sides of A4 and needs to explain how your skills, experience and personal qualities match the person specification for this role, also why you are interested in the job.

**The deadline for applications is Tuesday 2 May at 4pm.**

**Any applications received after the deadline will not be considered.**

If you have an enquiry about this role you can email [creative.places@youthworktipperary.ie](mailto:creative.places@youthworktipperary.ie)

PLEASE NOTE: The time window when enquiries will be answered is between the 17 and 28 of April only.