



## INVITATION TO APPLY

### OPEN CIRCLE COMMUNITY ARTS COLLECTIVE

*is seeking to appoint a part- time, temporary – Programme Administrator and Development Worker*

Open Circle Community Arts Collective was established as a means of providing women throughout Kilkenny with high quality arts learning that is facilitated by artists experienced in working in and with communities. The programme aims to inspire interest and participation in the arts and create a community of interest amongst women in Kilkenny.

#### **Stakeholders and target population**

Open Circle has a number of stakeholders - the main stakeholders are considered to be the women who participate or who have participated in any of the Open Circle programmes over the years. Other key stakeholders are Kilkenny County Council Arts Office and Kilkenny Carlow ETB.

Open Circle is open to all women living in Co. Kilkenny. Engagement in the programme comprises women from diverse backgrounds, age range, ethnicity, religious and socioeconomic statuses as well as women with varying experience in the arts, including those with no arts backgrounds.

Open Circle places equal emphasises on community and art at Open Circle. We believe that meeting new people, building friendships, collaborating, and visiting new places and spaces in Kilkenny is as important as learning to print, draw or sculpt.

#### **Our Mission**

To Engage with Women from Diverse Communities Through the Arts

#### **Our Vision**

- Creation of a community of interest amongst women that is strengthened and enriched through the power of artists & creative interaction and shared experiences.
- An engaged, diverse, and ever-growing group of women, artists, and stakeholder organisations, fostering a more deeply connected and robust community.
- A programme rich in diverse arts & cultural offerings that support an atmosphere of accessibility, intimacy, exploration, empowerment and risks for women, artists, and stakeholders alike.
- A deliberate and engaged community of interest working to forge meaningful connection and build worthwhile relationships.

## The Role

The Board of Management of Open Circle invites applications for the position of Programme **Administrator & Development worker**. This part-time role requires **experience** in day-to-day administration tasks as well as experience in working in a developmental capacity for the design and delivery of a combined personal development and artistic programme that is women focussed. **Knowledge** regarding funding streams, programme design and facilitating the development of whole project ideas and capacity is essential.

**Skills** - day to day administration, financial management, research, fundraising and programme design.

**Role of the Administration & Development Worker (A&D Worker)** (*Please see appendix 1 for supporting information*) The duties of the A&D include but are not exclusive to the following:

### Initial phase

- Working with the Voluntary BoM in researching and presenting achievable programme models for the future of the Open Circle programme.
- This research will be supported by existing Open Circle programme reviews, planning documents and reports, which include its aims and objectives, strengths etc. The research must include:
  - realistic programme models
  - practical solutions relating to venues & storage
  - potential future funding opportunities, taking existing funding into consideration
  - methods for participant recruitment
  - culminating in a new programme model for Open Circle to be presented to the BoM & the Arts Officer

### Ongoing

- Co-ordinating and administering the programme on an ongoing basis
- Acting as a Communication Liaison Officer to and from the Project, the voluntary board of management, the Arts Office and other relevant stakeholders
- Facilitating the development of whole project ideas and capacity
- Identifying potential sources of funding for the Project and completing funding applications
- Keeping account of all funding and finances -including fees and grants paid, payments in and out and carrying out reconciliations
- Preparing and completing financial returns / finance reports to the BoM and funders on a regular basis
- Calculation and payment of wages, tutor fees and other relevant expenses
- Maintaining an appropriate filing system of finances & projects
- Managing the Open Circle database
- Managing & maintaining the Open Circle social media & website
- The Development worker must forge and maintain a relationship between project, the Arts Office, board of management as well as past participants and other stakeholders of the project
- Ensuring that the Open Circle programme is appropriately monitored, evaluated and documented.

## Reporting

The Development Worker will report to the Open Circle Voluntary Board of Management and submit a written report and analysis of the potential programme model including budgets to the BOM and the Arts Officer, Kilkenny Arts Office.

**Place of Work:** The position is envisioned as being home based but other potential options can be explored.

**Contract/Salary/ fee:** 14 hours weekly with some flexibility depending on the right candidate. Salary is aligned pro-rata with a Grade 4 Public Service scale, and in line with experience, at €7,175

*The length of the contract is an initial 3-month period subject to funding and review.*

**Application** by Email to include an outline of how you would undertake the work in the time allotted ( 1 page only) , a current CV and Cover Letter to Worker and forward to :

[opencirclearts@gmail.com](mailto:opencirclearts@gmail.com)

**Insurance and Tax:** The successful applicant will be responsible for all taxes which arise from any payment by Open Circle Arts Project of the agreed fee including and without prejudice the generality of this provision, all income tax and VAT.

**The deadline for receipt of applications is Friday 28<sup>th</sup> April @5PM.**

For further information please contact 0871355318

Open Circle Community Arts Collective acknowledges the support of the Arts Office, Kilkenny County Council, the Arts Council and Kilkenny / Carlow ETB

[www.opencirclearts.ie](http://www.opencirclearts.ie)

## **APPENDIX 1**

<http://opencirclearts.ie/>

Open Circle Community Arts Collective aims to make the arts available and accessible to women of all ages and from all walks of life in Kilkenny. We encourage and support women to be involved in the arts by providing opportunities to take part in high quality arts learning experiences and inspiring collaborative arts engagements. Open Circle Community Arts connects women in Kilkenny with professional artists to explore together the transformative and celebratory power of the arts for the wellbeing of all.

Prior to the Covid-19 pandemic Open Circle was in a position to offer an 18-month Visual Arts Membership based Programme, complemented by short blocks of other activities & projects for members & non-members. We also responded to opportunities, as they arose, to work with specific community groups and programming pop up events and activities in different locations throughout County Kilkenny.

Unfortunately, since the pandemic we still find ourselves without a permanent base from which to facilitate the Open Circle membership-based programme and therefore the successful candidate will focus initially on researching sustainable models in order to resolve how best to maintain the Open Circle Programme into the future.