



## **CUR SÍOS POIST JOB DESCRIPTION**

<b>Teideal an Phoist/ Title of Post</b>	<b>Riarthóir Ealaíne/ Arts Administrator</b>
<b>Freagrach do/ Reports to</b>	<b>Stiurthóir Ealaíne / Arts Director of An Gaeláras/Cultúrlann Uí Chanáin</b>

### **An Gaeláras / Cultúrlann Uí Chanáin**

Is eagraíocht Gaeilge, Ealaíon agus Cultúrtha é An Gaeláras Ltd. Bunaíodh é in 1984 agus tá sé anois archeann de na heagraíochtaí Gaeilge is fearr, is nuálaí agus is gníomhaí in Éirinn, agus réimse leathanimeachtaí, idir teanga is cultúrtha ar bun san áit.

Tá ardmholadh agus tacaíocht faighte againn ónphobal áitiúil agus máguaird, agus tá muid ar thúscahnáochta in iarrachtaí chun teanga agus cultúr nanGael a chur chun cinn sa tír. Chomh maith le clár lánimeachtaí a chur ar fáil o cheann ceann na bliana afhreastalaíonn ar gach sórt duine ó gach sort cúlra, tároinnt mór-fhéilte curtha le chéile againn le 5 bliana anuas.

*An Gaeláras is Derry's primary Irish language, arts and cultural organisation. Established in 1984, the organisation is now one of the most dynamic, innovative and award-winning Irish language organisations anywhere in the country, delivering a range of cultural initiatives.*

*The centre has attracted widespread interest and support from the local and wider community, and has become the major driving force in the development of Irish language and arts services in the North West and beyond. Alongside a year-round programme of arts activity and performances, the organization has delivered several large-scale festivals over the past five years, and continues to produce a diverse programme to cater for all ages and communities.*

## Cuspóirí / Role Objective

Tacaíocht riaracháin iomlán a thabhairt do scéim ealaíne na Cultúrlainne agus bheith freagrach as bainistíocht laethúil na hoifige. Beidh an Riarthóir Ealaíne ag cuidiú le himeachtaí agus riaracháin an chlár ealaíne.

The Arts Administrator will provide full administrative support to the Cultúrlann Uí Chanáin arts project and will be responsible for the smooth running of the office on a day-to-day basis as well as assisting with events and programme administration.

## Freagrachtaí / Responsibilities & Duties

Tacaíocht riaracháin iomlán a thabhairt do scéim ealaíne Chultúrlann Uí Chanáin agus bainistíocht laethúil den oifig (próiseáil focal, fótachóipeáil, comhdú agus bainistíocht dialainne).

Provide full administrative support to the Cultúrlann Uí Chanáin arts project and conduct daily office management (including word processing, photocopying, filing and diary management).

Conarthaí agus cáipéisí eile a bhaineann le healaíontóirí / teagascóirí, sonraisc, admháileacha, raiteáis, agus costaisí a phróiseáil.

Process all documentation relating to artists / tutors contracts, all invoices, statements, expenses and orders placed.

Cuidiú le cuntaisí agus tuairiscí airgid a ullmhú don scéim ealaíne.

Assist in preparing accounts and financial reports for the arts project.

Córais a chur in áit agus a bhainistiú chun eolas faoin scéim ealaíne a bhailiú agus a chur in ord.

Implement and manage systems to collect and record information about the arts project.

Chun paipéaras faoi ranganna agus clárúcháin a phróiseáil.

Process all documentation relating to arts classes registration procedures.

Chun cuidiú le láimheáil airgid agus admháileacha a bhainistiú.

Assist with the management of cash and to manage the invoicing of customers.

Chun dialann seachtainiúil a choinneáil ar imeachtaí agus úsáid seomraí.

Update and monitor a weekly diary regarding events, venue hire and room bookings.

Chun tabhairt faoi obair ar bith eile atá fóirsteanach de réir treoracha ón Stiurthóir Ealaine.	Any other duties as may be required, from time to time, by the Arts Director.
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## TRÉITHE RIACHTANACH PERSON SPECIFICATION

<b>Cumas agus Taithí an Iarratasóra / Skills and experience required</b>	
<b>Riachtanach</b>	<b>Essential</b>
Táithí cruthaithe ar riaracháin éifeachtach.	Proven experience in providing an effective and efficient administration service.
Taithí proifisiúnta sna bogearraí Word, Excel, PowerPoint agus Outlook.	Proficient in Word, Excel, PowerPoint and Outlook and other relevant software packages
Scileanna cumarsáide den chéad scoth, labhartha agus scríofa.	Excellent communication skills at all levels, both oral and written.
Ábalta obair a eagrú agus a phriarachtú go héifeachtach.	Ability to organise work efficiently and prioritise to meet deadlines.
Taithí ag deileáil le custaméaraí.	Experience dealing with customers.
Spreagúil, smaointeach agus díograiseach.	Enthusiastic, conscientious and hardworking.
Seiftiúil agus go maith ag obair as a stuaim féin.	Resourceful and able to work on own initiative.
Ábalta bheith so-lúbtha.	Willingness to work flexibly.
<b>Inmhianaithe</b>	<b>Desirable</b>
Ardchaighdeán Gaeilge scríofa agus labhartha.	Good standard of written and spoken Irish.

# Téarmaí & Coinníollacha

## Terms & Conditions

**Tuarastal / Salary**

£20,125

**Uaireanta / Hours of work**

37.5 per week

**Spriodháta Iarratais:** 5pm, Dé hAoine, 24ú Meán Fómhair 2021

**Closing date:** 5pm, Friday, 24 September 2021

**Iarratais / Applications:**

Seol CV chuig Príomhfheidhmeannach, Pádraig Mac Congáil, ar [padraig@culturlann.org](mailto:padraig@culturlann.org)

Send CV to the CEO, Pádraig Mac Congáil, at [padraig@culturlann.org](mailto:padraig@culturlann.org)

Comhlacht teoranta é An Gaeláras Ltd, Cultúrlann Uí Chanáin cláraithe faoin Acht Comhlachta Uimh. NI37402 agus Uimhir Carthanachta. NIC 100073

Cultúrlann Uí Chanáin is operated by An Gaeláras Ltd, charity no. NIC100073, a limited company registered in the UK under the Companies Act, No. NI37402.