



**Dublin City University**  
**President's Office**  
**Cultural Arts Officer (Senior Admin Assistant II)**  
**Fixed Term Three Year Contract**

**Introduction**

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research-intensive, globally-engaged, dynamic institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. DCU is Ireland's fastest growing university, and now hosts more than 18,000 students across its three academic campuses in the Glasnevin-Drumcondra region.

The University's ambition to support a diverse and vibrant community where lives are transformed through connection with the arts and culture, is reflected in a key priority of its Strategic Plan (2017-2022: *Talent, Discovery and Transformation*), namely "*nurturing creativity and culture across the university*". The Strategic Plan outlines the University's proposal for 'an active programme of cultural activities for students and staff [and] significant engagement with the communities in our neighbourhoods around the University'.

In 2018, DCU launched its inaugural arts and cultural initiative, Anam, which was established for the purpose of connecting the University community and its neighbouring communities through culture and the arts. The University also established its Visual Arts initiative to promote DCU as a centre of visual arts excellence, enriching both the student experience and the working environment for staff. Q4, 2020 will see the launch of DCU's first Arts and Culture Plan.

**Role Profile**

DCU is seeking to appoint a Cultural Arts Officer to support the University's strategic priority to '*Nurture Creativity and Culture across the University*' and to deliver on the ambitions of the Arts and Culture Plan.

The post holder will be a key advocate for the arts and culture within the University and will offer leadership, direction and advice across a range of art forms. S/he will be expected to maximise opportunities, offered through arts and culture, to:

- encourage a thriving, connected community, both on campus and in the locality;
- promote arts and culture as drivers of innovation;
- enhance the University's profile in research, education and collaborative partnerships.

The position will be based in the President's Office, reporting to the Director of Planning and Operations, President's Office.

### **Key Duties and Responsibilities**

The duties include but are not limited to:

- Drive and coordinate the implementation of the new Arts & Culture Plan
- Establish an agreed performance framework to monitor and evaluate the impact of the Arts & Culture Plan
- Develop realistic milestones that will demonstrate the positive impact of the University's focus on arts and culture
- Lead the development and enhancement of a creative DCU community, working with colleagues, local communities and artists, and exploring opportunities to engage with university initiatives, partnerships
- Develop and broker a range of relationships with the Cultural and Arts Sector, Education, and other relevant external bodies, to support the delivery of the arts and culture across the University and to ensure a responsiveness to emerging opportunities and challenges
- Develop and support the delivery of arts and cultural programmes and initiatives, including Anam, arts residencies, public art acquisitions, commissions etc.
- Work with key arts and cultural stakeholders to plan and deliver activities, share resources and good practice to further the ambitions of the Arts and Culture Plan
- Coordinate and oversee artist selection processes including developing and negotiating contracts, monitoring deliverables and deadlines in accordance with engagement contract terms and conditions
- Lead the identification and strategic acquisition of visual art, manage the University's Arts Collection and maintain an inventory of DCU's visual art
- Manage protocols, in line with the Visual Arts Policy, for the acquisition and installation process, including maintaining and recording relevant documentation and information, and coordinating and managing public art maintenance schedules, insurance and ownership issues

- Engage with arts bodies, local authorities, businesses, local communities to attract artists in residence to DCU
- Proactively identify funding opportunities and prepare grant submissions to support the implementation of the Arts and Culture Plan
- Advise the DCU community on funding opportunities; develop, write and scope art project briefs in consultation with the relevant stakeholders; assess applications for funding against agreed criteria; provide specialist support (pre application guidance & comments/contribute to panel decision making)
- Advise on issues pertaining to the arts and culture in the university
- Manage, monitor and report on the arts and culture budget
- Prepare an annual University Art and Culture report
- Attend meetings of the Anam Steering Group, Visual Arts Steering Group, Visual Arts Advisory Council and other meetings as appropriate

### **Qualifications and Experience**

The successful candidate will have a primary degree in visual arts, arts management or similar with a minimum of 3 years' relevant experience. The ideal candidate will have demonstrated relevant experience working within an arts or cultural organisation and have experience of working in a higher education institution. In addition to this, they will have:

- Successful track record of project management and demonstrable experience and knowledge of the arts sector.
- Proven track record of writing art project briefs
- Proven track record of preparing successful grant and funding bids
- Proven track record of developing and maintaining successful relationships and collaborations with a range of stakeholders and experience of working with a wide range of creative professionals.
- Proven commitment to delivering best practice in developing access, participation and inclusion.
- Ability to conduct detailed assessments of proposals and produce recommendations
- Strong interpersonal skills
- Highly organised with a commitment to excellence, an ability to prioritise workloads and to successfully work on own initiative.

**Mandatory Training**

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate.