



**Comhairle Contae an Chabháin  
Cavan County Council**

**Candidate Information Booklet**

**Deputy Director – Cavan Arts Venues  
Ramor Virginia & Townhall Cavan**

**Closing Time and Date: 5.00 pm Friday 29<sup>th</sup> September 2023**

Cavan County Council is committed to a policy of equal opportunity.

## **The Competition**

The purpose of this recruitment campaign is to form a panel for the post of Deputy Director – Cavan Arts Venues Ramor Virginia and Townhall Cavan for Cavan County Council from which permanent and fixed-term specific purpose contract posts may be filled.

## **Cavan County Council**

Cavan County Council leads and collaborates with all to drive and shape a better future for our County and it is a progressive, dynamic and innovative local authority in Ireland.

Cavan County Council employs over 500 employees across service divisions including housing and building, roads, transport and safety, water supply and sewerage, development management, environmental protection, recreation and amenity, agriculture and education and miscellaneous services.

A dynamic and ever evolving place to work with a stimulating and challenging work environment, Cavan County Council offers excellent career opportunities in a wide range of administrative, professional, creative, technical, and general services roles. Supported by continuous learning and development, a highly skilled workforce is central to delivering these objectives. In the heart of the scenic lakelands, Cavan is located less than two hours' drive from Dublin, Belfast, and Galway and boasts an unrivalled quality of life.

## **The Role**

To advance the aims and objectives of placing Cavan Arts Venues at the centre of the cultural life in Cavan and surrounding hinterlands, Cavan County Council requires a Deputy Director who will work in conjunction with the Cavan Venues Manager, to manage and direct the work at Ramor Virginia and Townhall Cavan. The role requires a dynamic, experienced, and highly motivated individual who will ensure financial oversight and management, work collaboratively with key stakeholders, manage staff and programme to maximise the potential of both Cavan Arts Venues as centres of excellence for all aspects of the arts and culture in County Cavan.

**Qualification Requirements:**

**1. Character**

Each candidate shall be of good character.

**2. Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**3. Education, training and experience**

**Essential:**

Each candidate must, on the latest date for receipt of completed application forms for the post

- i. Have a Level 6 or equivalent level of qualification in financial, human resources, management or arts administration
- ii. Have at least 2 years' experience of working in local arts development and or arts venue management
- iii. Have 2 years' experience in Financial Accounting.
- iv. Have the ability to be flexible
- v. Be willing to work outside normal office hours.

**Desirable:**

- 2 years' experience of working in local government and or local arts environments.

**Key Duties**

Reporting to the Cavan Venues Manager and based in Townhall Cavan, the key elements of the role are:

- Oversight and financial management to the standards required by Cavan County Council for the operation of its two flagship arts centres.
- Prepare and deliver reports for ongoing financial management and audit reporting to Cavan County Council, the Arts Council and other funding streams as required.

- Managing the use of spaces within the building to support the development arts and commercial programming.
- Ensure adequate staff schedules for effective venue management.
- Have strong understanding of the importance of systems, process and structures in enabling efficient delivery of an effective team with the ability to prioritise and multi-task.
- Ensure good cooperate governance and procurement procedures are always in line with Local Government requirements.
- Sustain, plan and implement an ambitious artistic programme at Ramor Theatre and Townhall, Cavan working collaboratively with Venues Manager.
- Ensure the program maximizes the potential of Ramor Theatre & Townhall Cavan to fulfil the ambition of Cavan Arts Venues to deliver high quality arts, cultural and entertainment experiences for local and regional audiences.
- Maximise opportunities for arts and creative practitioners to be empowered by the arts centres.
- Continue to develop audiences and the public engagement by working closely with Marketing and Communications Manager to deliver a diverse and inclusive program.
- Work interdepartmentally with Cavan Arts Office and Cavan County Council to devise new program opportunities.
- Work with Creative Cavan, educational and local development agencies and local businesses to develop the reach of Ramor Theatre & Townhall Cavan.
- Work with existing networks and support the development of partnership and collaboration to ensure the venues are relevant to the needs of arts and culture in County Cavan.
- Liaise with the Head of Communications & Marketing to devise and implement plans for the marketing and promotion of Town Hall events.
- Work with Cavan Arts Office, the Cultural Sector and interdepartmentally to promote arts and culture in County Cavan.
- Support the Artist Liaison role for the promotion of the visual arts in both venues.
- Liaise with staff of Cavan Arts Office to ensure complimentary arts programming in the county.

- Identify and source additional funding through fundraising, philanthropic foundations and the Arts Council.
- Assist the Cavan Venues Manager with annual applications to the Arts Council, Cavan County Council and other funding opportunities that arise.
- Attend meetings of the special sub-committee of CCC Arts Centres Management and Oversight Committee as and when required.
- Be aware and responsive to national and international opportunities that may arise to develop Ramor Theatre and Townhall Cavan.
- Develop stakeholder relationships for the advancement of Cavan Arts Venues as centres of excellence in the arts and participative programming.
- Box Office duties on the nights of performances

### **Garda Vetting/Child Protection**

The successful candidate may be subject to the Garda Vetting Procedures.

### **Probation**

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

### **Salary**

Remuneration will be at the Staff Officer Scale of the national wage scales. The present minimum scale is €47,339 increasing to €56,721 per annum (including LSIs) with annual increments subject to satisfactory performance via PMDS. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

### **Annual Leave**

The annual leave entitlement for this post will be 30 days per annum.

Granting of annual leave, payment for annual leave and arrangement from public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

**Working Hours**

The post will be based on a 35-hour week, but due to the nature of the role, the holder is expected to be flexible about evening and weekend work for which overtime will not be paid but time-off-in-lieu will be available. The Council reserves the right to alter the hours of work from time to time.

**Driver's Licence**

The holder of the post shall hold a full driving licence for Class B vehicles free from endorsement/disqualification.

**Pension:**

The Local Government Superannuation Scheme applies.

**Acceptance of Offer of Employment**

Cavan County Council shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and if they fail to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, Cavan County Council shall not appoint them.

**Communications:**

Cavan County Council will contact you when necessary at each stage of the competition by phone, post or email. It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment competition, as any email will be sent to the email address originally supplied on your application form.

It is important to note that the email address you provide when applying must be one that you can access at all times. The onus is on the applicant to inform the Human Resources Department of any change in postal address throughout the recruitment and selection campaign. This can be done by emailing: [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie)

The onus is also on each applicant to ensure that she/he is in receipt of all communication from the Cavan County Council. Cavan County Council does not accept responsibility for communications not accessed or received by an applicant.

**Stage 1: Closing Date for Submission of Application Form**

- Applications together with scanned copies of relevant qualifications and driving licence should be emailed directly to [jobs@cavancoco.ie](mailto:jobs@cavancoco.ie) no later than **5pm on Friday 29<sup>th</sup> September 2023**.
- Failure to submit all of the required documentation with your application will result in your application being invalid and you will not be permitted to proceed any further in the selection process.
- Application forms, once submitted, will be checked to ensure that they meet the required minimum criteria for the position.
- If your application form does not meet the minimum qualifications for the post as set out in this booklet then your application will be deemed invalid and you will not be permitted to proceed any further in the selection process.

**Stage 2: Shortlisting**

Cavan County Council reserves the right to shortlist applications. The shortlisting process may take the form of either a desktop shortlisting process based on the information contained in the application forms or a shortlisting interview. You will be contacted in relation to any interview dates and times.

**Stage 3: Final Interview**

Interviews will be conducted by an Interview Board set up by Cavan County Council. The Interview Board will assess the merits of candidates. Only candidates who reach such a standard as the Interview Board consider satisfactory in the competitive interview will be considered for selection.

**At interview candidates will be assessed in the following areas:**

<b>Knowledge &amp; Experience</b>	<b>Skills</b>	<b>General Attributes</b>
<ul style="list-style-type: none"> <li>• Range and depth of arts management experience relevant to post</li> <li>• Role of post</li> <li>• Previous &amp; current working environment</li> <li>• Understanding of working with professional and community arts practitioners.</li> <li>• Understanding and developing youth programmes</li> <li>• Understanding of local government legislation and arts policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Change &amp; people management</li> <li>• Problem solving/ decision making</li> <li>• Ability to work as part of a team and maintain effective working relationships</li> <li>• Planning/organising / budgeting</li> <li>• IT</li> </ul>	<ul style="list-style-type: none"> <li>• Communication and interpersonal</li> <li>• Initiative</li> <li>• Commitment</li> <li>• Positive attitude with self-motivation</li> <li>• Leadership</li> </ul>

**ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS**

An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.

Information provided by a candidate in their application form will be used for the purpose of Deputy Director – Cavan Arts Venues Competition. By applying for this post, the applicant is consenting to their information being used for this purpose.



**General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Cavan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

**Note - Canvassing:**

**Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.**

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract of the successful candidate.