



Candidate Information Booklet

Visual Arts Co-Ordinator

**Closing Time and Date:
4.00pm on Thursday, 4th November, 2021**



Arts Council | An Chomhairle Ealaíon

Specialist Staffing Scheme for Local Authorities
2021-2023

Qualifications for the purpose of sanction

VISUAL ARTS CO-ORDINATOR

1 Character

Candidates shall be of good character.

2 Health

Candidates shall be in a state of health to render regular and efficient service.

3 Education

Candidates shall hold an ordinary degree (level 7 or higher on the National Framework of Qualifications) in an Arts or Cultural discipline.

4 Experience, Etc.

Candidates shall also

- a) have at least three years satisfactory relevant arts development and administration experience including experience in the area of programme development and budget management.
- b) have a satisfactory knowledge of public service organisation.



General Information

The Local Government sector in Ireland is made up of 31 Local Authorities and 3 Regional Assemblies. Local Authorities are the closest and most accessible form of Government to citizens. They have responsibility for the delivery of a wide range of services in their local area with a focus on making cities, towns and the countryside areas attractive places to live, work and invest. These services generally include housing; transportation; planning; infrastructure; environmental protection; recreation and amenity provision and community development. Local Authorities also play a key role in supporting economic development and enterprise promotion at local level.

Waterford City and County Council (Comhairle Cathrach agus Contae Phort Láirge) is the authority responsible for local government in the City & County of Waterford, Ireland. The organisation came into operation on 1st June 2014 after that year's local elections, and is a merger of Waterford City Council and Waterford County Council. The mission of Waterford City & County Council is to make Waterford the best possible place for all its people and for those that wish to live, visit, work or invest here.

There are 32 Elected Members. The 2021 Revenue Budget of the Council is €148.4 million. At a strategic level, the Council operate through its Corporate Policy Group comprising of the Cathaoirleach of the Council and the Chairs of the local authority's Strategic Policy Committees. The Chief Executive and the Council's Management Team play a key role in supporting and advising this policy group. Day to day management of services takes place under the stewardship of the Chief Executive, four Directors of Service and a Head of Finance who collectively comprise the Senior Management Team.

This competition presents an opportunity to gain employment with Waterford City & County Council in the role of Visual Arts Co-Ordinator (3 Year Specific Purpose Contract).

This Candidate Information Booklet is intended to provide information on the post of Visual Arts Co-Ordinator and the selection process and candidates are advised to familiarize themselves with the detailed information in advance of submitting their application.

Waterford City & County Council is committed to a policy of open and fair recruitment, in line with good practice, recruitment & selection standards, employment legislation and relevant circulars from the Department of Housing, Local Government & Heritage. Candidates should satisfy themselves that they are eligible under the Qualifications to apply for the post of Visual Arts Co-Ordinator. Where a candidate provides false or misleading information or has deliberately omitted relevant information on their application form this may result in their disqualification from the competition.



Waterford City and County Council wish to recruit a VISUAL ARTS CO-ORDINATOR.

**This position will be at Grade 5 (Staff Officer salary scale) on a Three Year Contract basis.
This position is being supported by the Arts Council under their Specialist Staffing Scheme.**

The Visual Arts Co-Ordinator (VAC) will assist Waterford City & County Council to expand its arts services and expertise in the areas of Visual Arts, The Waterford Art Collection and Waterford's Visual Art Exhibition programme and associated outreach. The VAC will lead us in a forward looking direction in terms of partnerships with other arts organisations and institutions, to develop education outreach programmes and assist with the creation of a Visual Arts Strategy which will be an integral part of the Waterford Arts Plan 2022 to 2028.

Background

Waterford has a deep commitment to artists, visual arts and other artist-led processes which is evident in its Framework agreement with the Arts Council. This commitment saw the establishment and ongoing support for three significant city based art collectives GOMA Galleries & Studios, the Waterford Film Centre, Rogue Galleries & Studios, a major new home for the Waterford Collection (The WGOA), a serious investment into climate controlled storage facilities, the Public Gallery in the City Library and the Old Market House Arts Centre, Dungarvan. The Waterford Art Collection has approximately 400 valuable objects of art and another 250 pieces from various acquisitions in the amateur sector. Currently the collection is spread between various buildings in Waterford such as the two main Council Galleries, The Theatre Royal and the W.I.T. This position would involve the management of these commitments, the safety, maintenance and conservation of the overall collection, strategic partnerships with other Galleries and all policies covering the above plus acquisitions, loans, Collection direction, Outreach and Education.

The ideal candidate will:-

- have knowledge of National Arts Policy and Waterford Arts Policy and sector.
- have proven experience of, or direct involvement in, at least one of the following: any artform discipline, work in visual arts , project management or other relevant area
- have a solid understanding of artistic best practice
- have a proven ability to manage a diverse workload, multi-task, and have initiative and drive to work alone and also take direction and engage as part of an effective team
- demonstrate ability to achieve successful delivery of tasks within prescribed deadlines and budgets
- possess excellent verbal and written communications skills
- demonstrate an ability to foster positive relationships with a broad range of individuals, groups and organisations
- be familiar with standard office information, communication and data processing technologies and ability to use Word and Excel applications
- have knowledge of public administration and Local Government in Ireland
- hold a clean Drivers Licence

DUTIES & RESPONSIBILITIES

This post will be based in the Waterford Gallery of Art, Waterford City. This role is strategic in focus but will also involve day-to-day management of the Waterford Collection and the Waterford Gallery of Art (WGOA).

A key aspect of this role is around the delivery of a Visual Arts Policy which will be part of Waterford's Arts Strategy 2022 – 2028.

The VAC will work directly with the Arts Service to ensure that all key objectives of the Visual Arts Policy are met thus broadening the Arts Service in relation to Art Practitioners, Participants, Young Participants in particular and Art Viewers locally, regionally, nationally and internationally.

As the Coordinator will be directly involved with both of the Council's main galleries in the city and Dungarvan, they will be in the key position to expand Waterford's artistic reach and reputation. They will work with W.I.T. to aid its visual arts programme and with GOMA Gallery and Rogue Gallery to ensure a cohesive approach to Waterford as both an exhibitor and incubator for visual arts processes.

The key responsibilities of the post include, but are not limited to: -

- supporting Waterford City & County Council in the ongoing development and delivery of visual arts services provided by the local authority

- organising and managing visual arts events held by the Arts Office in accordance with appropriate Health & Safety guidelines and event plan management
- managing the delivery of relevant projects to a high artistic standard within budget and within prescribed timeframes as determined by the local authority
- working with the Arts Office team to compliment and support the design and delivery of Arts Office led visual arts programmes and policy initiatives
- representing the Arts Office at public meetings, across departments and national agencies where appropriate
- engaging with the public, artists, and members of the community in a professional manner at all times
- supporting engagement between the local authority and other national and local agencies in the development of visual arts provision for the county
- providing written, comprehensive administrative reports relating to all undertaken visual arts activity for Council Management, National partners or designated committees of the local authority
- assisting in the preparation of a Visual Arts Plans for the development of the arts as may be required by the local authority

In addition, the appointee will be required to:

- ensure compliance with all regulations relating to procurement of services
- comply with Health and Safety legislation at all times
- ensure an efficient and effective response to all stakeholders
- attend training as required
- participate in corporate activities and responsibilities appropriate to their grade
- undertake any other duties of a similar level and responsibility as may be required, or assigned, from time to time
- deputise for other employees of a higher grade as required

Salary

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to the local authority any fees or other monies (other than his/her inclusive salary) payable to and received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

Salary: €44,133 to €52,925(LSI2) gross per annum.

Recruitment

Pursuant to Article 8 of the Local Government (Appointment of Officers) Regulations, 1974 the Minister has given directions as follows:

1. Selection shall be by means of a competition based on a competitive interview conducted by or on behalf of the local authority,
2. Waterford City and County Council reserves the right to shortlist candidates in the manner it deems most appropriate which may include shortlisting on the basis of qualifications and experience. Shortlisting will be on the basis of information supplied on the application form and the likely number of vacancies to be filled. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.
3. A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be more than one year, unless extended. Candidates may be shortlisted on the basis of information supplied on their application form.

Competitive Interview

INTERVIEW

Candidates invited to participate in the interview process will be expected to demonstrate the following knowledge, skills, and experience: -

- Understanding of the role
- Relevant experience of value
- Knowledge an understanding of the delivery of arts services provided by the local authority
- Problem Solving and Decision-Making skills
- Interpersonal/Communication Skills
- A strong customer service ethos
- Experience of working as part of a team

Candidates shortlisted for interview will be assessed at the interview under the following competencies using some/all of the indicators within each competency.

COMPETENCIES:

- MANAGEMENT & CHANGE
- DELIVERING RESULTS
- PERFORMANCE THROUGH PEOPLE
- PERSONAL EFFECTIVENESS & KNOWLEDGE OF THE BUSINESS

<i>Pillar One</i>			<i>Pillar Two</i>		<i>Pillar Three</i>		<i>Pillar Four</i>
<i>Management and Change</i>			<i>Delivering Results</i>		<i>Performance Through People</i>		<i>Personal Effectiveness & Knowledge of the Business</i>
1.1	Mission and Vision	2.1	Problem Solving and Decision Making	3.1	Leading and Motivating	4.1	Qualifications and Knowledge
1.2	Strategic Ability	2.2	Operational Planning	3.2	Managing Performance	4.2	Resilience and Personal Well Being
1.3	Political Awareness	2.3	Managing Resources	3.3	Managing Conflict	4.3	Integrity
1.4	Standards, Ethics and Governance	2.4	Ensuring Compliance	3.4	Communicating Effectively	4.4	Personal Motivation, Initiative and Achievement
1.5	Networking and Representing	2.5	Delivering Quality Outcomes				
1.6	Bringing About Change						
1.7	Influencing and Negotiating						
1.8	Safety, Health and Welfare at Work						



Candidates may be shortlisted on the basis of information supplied on their application form.

**Canvassing will automatically disqualify
Waterford City & County Council is an equal opportunities employer.**