



www.Customhousestudios.ie

Post of Studios & Gallery Manager - Custom House Studios, Westport Quay, Co Mayo, F28 CD39.

The Board of the Custom House Studios Ltd invites applications from exceptional candidates with a proven track record in cultural management for the position of Manager.

Custom House Studios is an artist led studios and gallery in Westport Co Mayo, operating since 2002 with 7 studios, a print room and a gallery space, funded on a not-for-profit basis by Mayo County Council, POBAL and The Arts Council of Ireland. We run a full programme of exhibitions, print workshops, studio occupancy including a residency aimed at artists from overseas.

- Provide studio and exhibition space for artists.
- Assist in the development of careers within the visual arts; - to link the work of artists with the local community, and to provide young artists and those with disabilities with facilities to work.
- Provide access for the local community, including those with disabilities, active age groups, young people, students and the unemployed, to high quality Art programmes. This makes the town and county a more interesting place in which to live and adds to the diversity of social, cultural and educational amenities available in the area.
- An attraction for visitors in Westport, and add a cultural quality and significance to the town and county. Visitors and tourists are becoming more discerning and a high quality cultural facility is a necessary element in a comprehensive range of tourism products for Westport.
- Westport (and Co Mayo) recognised as an area of interest to Artists creating a high quality public profile of the area. Artists who exhibit in the town – or who come to work here will through their published work elsewhere promote the town to a wider audience.
- Artists selected for studios / exhibitions programme through a widely advertised open call for submissions. Selection is by a peer review panel of independent artists. We have a waiting list for studio spaces.

The Manager will be a capable leader and motivator of staff, will steward our team and deliver on our mission, build our strategic partnerships across the island and internationally, elevate our reputation and position within the cultural ecosystem, and secure the resources needed to deliver our vision sustainably. The Manager will know the arts policies and administrations and will have expertise in working with, for, and on behalf of artists and cultural enterprises. The Manager will be passionate and active in supporting the creative ambitions of artists.

The Manager will be available to live and work in Westport, or within a reasonable distance thereof, on terms agreed with the Board.

The duties and responsibilities will include:

- Strategic direction and oversight of Custom House Studios in accordance with the policies and values of the Board;
- Building on our positive reputation and maintaining and elevating the status of Custom House Studios as a respected resource for artists.
- Engaging with and ensuring the artists receive every support during their studios occupancy, and exhibition opportunities.
- Representing the Centre and conducting its key external relations in Ireland and overseas.
- Identifying and building new strategic relationships.
- Managing the finances of the Custom House Studios including; controlling budgets, identifying and securing grants from appropriate funders and partners, and activating income generation opportunities.
- Be familiar with, liaise and interact with existing funding agencies; Mayo County Council, Arts Council of Ireland, POBAL, Department of Arts.
- Research, identify and develop new appropriate funding sources and agencies.
- Reporting on a regular basis to the Board, acting as recording Secretary in support of the Board Governance of the Centre and of its compliance with relevant legislation and regulations, including those of the Charities Regulator and the regulators of various aspects of the Centre's operations.
- Facilitate and open, transparent, independent and fair Artists peer review panel and selection process for exhibitions and studio use.
- Facilitate ancillary cultural events such as Culture night and associated art forums and complimentary performances.
- The Manager reports to the Chairperson and the Board.

Essential qualifications and experience:

- o Level 7 or higher qualification in Visual Arts on the National Framework of Qualifications.
- o Minimum 3-year experience in a senior position in a cultural institution, with responsibility for others.

Desirable skills and experience:

- Additional qualification in cultural management desirable.
- Project management and experience in capital development.
- Supporting fundraising initiatives.
- HR experience and management of staff.
- Experience in visual arts.
- Knowledgeable of Visual Arts in Co Mayo.
- Interest in cultural heritage of Co Mayo and the West of Ireland.
- Proficient in written and spoken English.

Application should include:

Education and employment history including examples of the competencies and skills required for the role of Director in the following areas;

Leadership and Strategic Direction:

- Team leading, setting standards, facilitating learning and development
- Promoting a culture that fosters the highest standards of ethics and integrity
- Innovating and implementing change and reform
- Developing and implementing strategy in conjunction with Board of Directors.
- Resilience in challenging situations.

Decision making:

- Making sound and well informed decisions
- Taking action in a timely manner

Management and delivery of results:

- Balancing strategy and operational needs.
- Financial management, optimising resources and budgeting.
- Corporate governance and compliance.
- Health and Safety.
- Building maintenance.

Relationships and Communications.Teamwork.HR:

- Communicating effectively.
- Managing and building strategic relationships and strong professional networks.
- Representation of organisations nationally and internationally.
- Influencing, advocating and negotiating within the cultural sphere. Team Management. HR.

Knowledge and experience of the sector:

- Understanding of national and international arts policies.
- Understanding of Creative Ireland, Culture Ireland, POBAL, Mayo County Council, Arts Council of Ireland, Dept of Tourism, Culture, Arts, Gaeltacht, Sport and Media, Other Government Departments and Agencies, policies and funding programmes.
- Knowledge of visual arts and cultural heritage in Co Mayo.
- An understanding of and deep commitment to sustainability, diversity, inclusion and equalit.

Salary: €42,500.

Contract,: 5 year contract pending probation review period of 12 month.

How to apply:

The application form can be accessed and downloaded at www.customhousestudios.ie as a Word (.docx) file. The completed form should be emailed to: chairperson@customhousestudios.ie

Applicants should set out their core competencies and skills and how the applicant's specific previous experiences maps to the role description. Applications should include names and contact details of 2 referees.

Closing date for applications: 17:00. December 15th 2023

Interviews to be held on week commencing; Monday January 08th 2024.

Preferred starting date on or before : 12 February 2024.

The selection of the new Manager will be made via an in person competency-based interview.

Custom House Studios is a registered charity, and an equal opportunities employer.