

## **ARTS AND OLDER PEOPLE CREATIVE ENQUIRY AND RESIDENCY PROGRAMME**

### **Contract of Services for a Project Manager role**

Cork City and Cork Council and the creative enquiry partnership is seeking an experienced project manager to lead the **ARTS AND OLDER PEOPLE CREATIVE ENQUIRY AND RESIDENCY PROGRAMME 2019 2020** funded by the Arts Council Invitatin to Colloboration scheme.

### **1. About the Project**

Through a strategic partnership with two Local Authorities ( Cork City Jean Brennan, Maeve Dineen ) ( Cork County Ian McDonagh) , the HSE (Eleanor Moore), Age and Opportuntiy (Tara Byrne) and three Arts organisations - Music Alive (Kevin Shanahan, Susan McManamon), Cork Midsummer Festival (Kath Gorman, Lorraine Maye) and Sirius Arts Centre (Miranda Driscoll) we aim to improve pathways for older people to engage in arts projects, explore how the arts can meet their needs as they age and how best to sustain it.

We will do this through a Creative Enquiry through a curatorial partnership with the three arts organisations and Age and Opportuntiy. Three experienced artist will be selected, with each artist resident in a host arts organisation over a twelve month period. The focus of the each residency will be to explore and activate creative consultations and arts practice with older people.

Central to the collaboration is the creative enquiry which will be embeded into the artist residency briefs. Some of the questions we want to explore are; What are the opportunities for the arts to connect us and keep us active, happy and connected as we age.; how can we meet these opportunites as an arts practionioners. Creative Enquiry will look at the role of the arts in safeguarding against the challenges of older age and through creative engagement and dialogue with older people through three artist residencies in three different arts organisations to develop models of best practice.

This collaborative programme focuses on public engagement in the area of arts and older people and has quality arts practice and engagement processes at its core. It will create three supported and focused residency opportunities for artists with a emphasis on best practice in community engagement.

#### **Aims of the project**

- To create experimental and innovative arts engagements with older people
- Enable older people and arts organisations to engage with each other in a supported way
- Connect participants and artists and the arts organisations in a creative conversation which encourages communication and exchange
- To explore concepts of creative ageing, inclusion and cultural democracy

- Develop models of practice development in arts and the older person and disseminate learning's and experience

## **2. Structure of the project**

A key role of a project manager to manage the programme, including playing a central role in the monitoring and evaluation process. The timeframe for the project is planned as follows but is subject to development.

- Project Manager appointment early January 2019,
- pre planning from Jan 2019,
- Artists call and appointment by February 2019,
- Residency period until January 2020:
  - including a mid residency sharing event in September 2019,
  - Creative reflection period in December 2019
  - Practice model and sharing in January 2020

## **3. Role of the project manager**

The project manager will oversee the smooth running of the project across the three arts organisations working closely with Creative enquiry team – Cork City and County Council Arts offices, the HSE, Age and Opportunity and the three Arts organizations, Sirius Arts Centre, Cork Midsummer Festival and Music Alive

Duties will include

- Manage the project from beginning to end, including meeting administration and Steering Committee facilitation.
- Working with the partners on the development of three artist residency briefs
- Managing the artists appointment (advertising, short listing, interview coordination and appointing contracts ),
- Be the key support contact to the artists and arts organisations
- Provide support in linking artist and arts organisations with older people networks
- Provide practical support for workshops and events where required
- Communicating with community contacts to ensure the smooth running of the project
- Overseeing the artists and checking in regularly to see how their projects are progressing
- Designing an monitoring and documenting process for the creative enquiry in partnership with organisations and artists
- Organising all practical aspects of two Creative Exchange Days for artists and communitiy partners (venue, travel, catering, agendas etc.),

- Facilitation and coordination of one public sharing event and two artist practice sharing events
- Social media updates, Facebook and Twitter,
- Providing regular updates to Creative enquiry team
- Managing documentation, consent etc.,
- Managing ongoing evaluation of the project.
- Managing the project publication document with the accompanying launch event.

#### Skills required

- A minimum of three years experience in arts management
- Strong coordinating and leadership skills
- Ability to communicate effectively with a wide range of people
- Excellent organisational skills
- Capability and evidence of budget management
- Understanding of collaborative arts in community practice
- Understanding of arts in context practice
- Competent administrative skills and access to full office facilities
- Ability to work on own initiative
- Experience of management in arts and community projects
- Experience in documentation and sharing events
- Confirmation that if successful the applicant is ready to provide a current Tax Clearance Certificate. This is a contract for services and the successful candidate will be responsible for his or her own taxes.

#### **4. Remuneration**

The fee for this position is a fixed fee contract €14, 000 inclusive of all expenses and travel and VAT if applicable. A payment schedule will be agreed between the project manager and Cork City Council.

## **5. Application Procedure**

**Please submit the following:**

1. An up-to-date CV relevant to this position
2. A cover letter stating why you are interested in this position and how your experience makes you a suitable candidate.
3. Contact details for two referees
4. Examples of a minimum of 3 previous projects you have managed
5. A fixed fee budget proposal for PM services
5. Should you application be shortlisted you will be called to interview

**DEADLINE for receipt of submissions is Tuesday 18<sup>th</sup> December 2018 at 4pm**

Please submit your proposals to the Arts Office, Corporate Affairs, Cork City Council, City hall Cork or to [maeve.dineen@corkcity.ie](mailto:maeve.dineen@corkcity.ie) Tel 021 4924298