



Manager - Job Description and Criteria for Assessment

Job Title: Manager James Joyce Cultural Centre

Contract: This is an initial two years fixed-term contract, subject to reviews at 9 & 18 months.

Reporting To: Board of Directors

Salary: €34,000 p.a.

Hours: Full-time, 38 hours per week; occasional weekend and evening work required.

About the Centre:

The James Joyce Cultural Centre opened in Dublin in 1996 and is dedicated to promoting the life and work of James Joyce. Located at 35 North Great George's Street, a finely restored Georgian townhouse, the Centre is one of Dublin's key literary attractions. In addition to maintaining a permanent interpretative exhibition and coordinating the annual Bloomsday Festival, the Centre operates Joycean focused walking tours, offers a free lecture series and acts at international level as a hub and conduit for the celebration of Joyce and his work.

Overall Job Purpose:

To effectively manage all operational and programming activity of the James Joyce Cultural Centre in Dublin and elsewhere as required.

Main Duties and Responsibilities:

- Deliver operational effectiveness in all administrative, financial and human resource matters and in planning, presenting, promoting and controlling exhibition and programming activity;
- Ensure best practice, efficiency and effectiveness in maintaining and monitoring financial procedures in line with agreed budgets and Board policies;
- Liaise with auditors and with other external agencies or service providers as directed by the Board;
- Provide regular and timely reports to the Board in respect of finance, human resource and other matters as appropriate;
- Manage the HR aspects of the Centre including staff performance, staff duties and scheduling, staff contracts, staff training and development, authorization of leave and all other relevant activity;
- Devise and direct all programming activity including the Centre flagship Bloomsday Festival and its educational programmes in line with the strategic objectives as defined by the Board;
- Develop the position of the Centre as a "hub of activity" for Joyce in Dublin, and position it as a 'must see' on a visitor's itinerary to the city working in collaboration with other cultural organizations as appropriate;
- Deliver on all key objectives as outlined in the Centre's Strategic Plan and review and report on these to the Board as required;
- Deliver an efficient and effective level of visitor focused service in the Centre and at approved external locations as required, adhering to budgeted costs and targets;
- Monitor employment and other relevant legislative requirements to ensure Company compliance with best practice in governance processes and advise the Board accordingly;
- Manage all aspects of Health & Safety in line with legislation and Company policy;

- Participate in training programmes and/or events appropriate to this position;
- Manage internal and external communication effectively;
- Manage customer comments/complaints in accordance with specified procedures;
- Implement, monitor and ensure that the highest standards of care, control and security apply in respect of all Centre resources including its equipment, exhibition and library materials;
- Ensure excellent standards of facilities management;
- Carry out all duties in accordance with defined best practice operating procedures;
- Provide secretarial support for Board meetings and for AGM and such other meetings as may be required by the Company;
- Any other duties as required of the holder of this position.

Key Criteria for Assessment of Candidates:

The Centre is seeking candidates who will be educated to Degree level or hold an equivalent qualification and who will meet the following criteria:

Essential

- Experience of people, financial and venue management;
- Experience of preparing & managing accounting processes;
- Previous experience of planning and managing an activity programme within a cultural context;
- Knowledge of the life and work of James Joyce and of the significance of his position in the literary heritage of Dublin City;
- Ability to exploit the potential for developing the Centre's in-house permanent exhibition allied to its existing collections and emergent digital resources;

- Excellent interpersonal skills.

Desirable

- Evidence of previous engagement or collaborative activity at a city-wide, local or national level;
- Awareness of legislative requirements which aim to ensure Company compliance with best practice in governance and other related areas of operation.
- Familiarity with secretarial activity involving a reporting relationship to a Board of Management or Committee or other relevant Body.