



General Manager

The Walls Project CLG

Start date: 1 September 2021

[The Wall's Project](#) is a social enterprise and creative arts agency that specialises in the delivery of large-scale public and private commissioned outdoor artwork across Ireland and Europe. Through our collaborative work with public bodies, artists and other stakeholders our objective is to support community uplift and development and to create innovative opportunities for marginalised neighbourhoods and individuals. The Walls Project team are responsible for delivering Ireland's largest International Street Art Festival, [Waterford Walls](#), the team also deliver educational outreach programmes, run international artist exchange programmes and work on a number of creative development projects nationally and internationally.

The Waterford Walls Festival began in 2015 as a grass roots volunteer effort dedicated to urban uplift and connecting communities through large scale public art. It has swiftly grown, in scale and scope - through the enthusiasm and dedication of its small core team, festival volunteers and the power and excellence of the work - to become The Walls Project CLG. We are a not-for-profit organisation, currently in the process of scaling up to become a fully staffed organisation. However, the ethos, energy and local pride of volunteering remains at the heart of our work

The Walls Project seek to engage an experienced full time General Manager to join our team.

The General Manager Role – Summary Responsibilities

The General Manager, responsible to the Board of Directors, will be required to display excellent leadership and communication skills and be comfortable with assuming authority and responsibility to lead a team to deliver on TWP's strategic objectives and the organisation's internal developmental goals.

The person will be expected to be results driven and conscientious and demonstrate strong interpersonal skills. The General Manager will be expected to provide leadership but also work autonomously and in collaboration with other executive roles and stakeholders. This role will require the demonstration of experience in organisational and project management and the ability to deliver projects on time and within budget while facilitating the opportunity to bring their own expertise and creative ideas to the organisation.

Person Specification:

Essential

- 2 – 3 years' experience at Management level, leading a team.
- Excellent written and verbal communication skills
- Project and Financial management experience and demonstrated ability to deliver within deadlines and budgets.
- An organised approach that values teamwork, collaboration, clear communication, entrepreneurial approaches, and a good sense of humour.

Desirable

- Experience in Arts Management
- A track record of applying for, and receiving, public funding at local and/or national level
- Understanding of the challenges relating to inclusion and diversity in the arts and ideas to address these challenges

Detailed Role and Responsibilities:

The General Manager will be responsible for the smooth and efficient working of the organisation, leading the team on Operations, Financial Management, Funding, Governance, Scheduling, Staff Management and Organisational Welfare.

As Covid restrictions ease, TWP hopes to work in a hybrid manner with the General Manger leading the team in person, in Waterford for at least 75% of their working time.

In addition, the General Manager will be expected to respond appropriately to changes and developments affecting the management needs of The Walls Project as they emerge.

Staff , Organisation and Governance

- Lead a highly motivated team to deliver services and projects on budget and within agreed timelines;
- With the support of the Board and team, oversee HR including recruitment, contracts, induction, work schedules, staff evaluations, training and professional development, disciplinary matters, moderating grievances, etc.
- Become quickly familiar with the company's database and IT needs as they pertain to the organisation's online information resources;
- Lead the efficient running of the organisation by maintaining and improving administrative and communication systems and procedures;
- Assist in the preparation of materials for Board meetings and attend to deliver reports as required.
- With the support of the Board and Artistic Director oversee provision and implementation of organisational guidelines and policies including handbooks, financial controls and other requirements as they arise.
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Headquarters Management – Thomas Street Waterford

(HQ currently under development)

- Liaise with WCCC and Cultural Quarter personnel to progress the renovation and preparation of the Thomas Street premises to ensure The Walls Project can move in to clean, safe premises which are fit for purpose as a matter of urgency.
- Guide the administrator and team in the management of the physical premises and its activities including ongoing maintenance of the building to a high standard both exterior and interior; meeting schedules, shop staffing rota, merchandise supplies, front of house, customer relations, etc.
- Supervise implementation of the Risk Register and Health & Safety issues relating to the premises- Work in compliance with the Health and Safety and Infection Control standards of the HSE and all relevant policies.
- Identify capital requirements on an on-going basis and create budgets and funding applications in respect of same;

Financial Management and Budgeting:

- Set and monitor annual budgets as well as individual budgets on all projects
- Collaborate with Artistic Director on funding submissions and manage grant drawdown arrangements;
- Oversee production of monthly management accounts cash flow projections for the Board and Artistic Director.
- Collaborate with the Accountant and Treasurer and lead the admin team in preparation of annual accounts, management of payroll and VAT returns.

Communications

- Set and Monitor Communications and Media budgets and deadlines

Strategic Objectives – Project Delivery and Development

- Support the Artistic Director and Festival Co-ordinator in development and delivery of the organisation's core programme of activities in line with the Strategic Plan and Primary Strategic Objectives to include the Waterford Walls Festival, Commissioned artwork projects across the country, Educational outreach and Collaborative Projects.
- Lead on logistics and project management.
- Make site visits, as needed, in multiple locations nationally
- Support Artistic Director and other Stakeholders/Participants in development of strategic research projects;
- Represent TWP at conferences, events and festivals.

Artist Liaison and support

- Ensure that all Artists agreements are legally fit for purpose, up to date and signed by artists in a timely manner.
- Ensure royalty payments to artists for sale of merchandise featuring their work are accurately recorded and paid in a timely manner.
- Ensure that provision of transport/accommodation/arrangements for artists and other contractors is in accordance with agreements and within deadline and budget.

Role Knowledge and Experience:

- 3+ years Senior Management experience
- Strong interpersonal and leadership ability.
- Highly Organised and Conscientious
- Possesses a clean and current Driver's Licence and has own transport

What you need to know:**Starting Salary: €780 per week / €40,560 pa**

- There are some short periods of time during the year that are busier than others and TWP ask that there be flexibility in terms of time – which will be accommodated with appropriate time in lieu. In particular, TWP requires support and attendance at the Waterford Walls Festival in August and in the lead up to the event.
- TWP is committed to equal opportunities and diversity in its employment policy, practices and procedures.

TWP is committed to respecting and protecting the privacy of applicants. We collect different kinds of personal data about prospective employees to manage the recruitment process and meet our legal obligations. It is TWP's policy that this information is processed in accordance with Data Protection law. Records relating to the recruitment process will be retained for one year.

Application for consideration:

If interested, please submit a letter of application accompanied by an up-to-date CV to:
Edel Tobin, Artistic Director, The Walls Project CLG : edel@thewallsproject.ie

Closing Date: Friday 30th July 2021