



Job Description: Studio Administrator

The Organisation

KCAT is a multi-disciplinary Arts Centre in Callan, County Kilkenny dedicated to the fostering and nurturing of creative ambition and professional development in the arts. We believe that everyone, regardless of background, age, gender or ability should have access to a creative world – as students, participants, artists or audiences. KCAT delivers visual art, dance and theatre courses, and is home to the KCAT Studio and the Equinox Theatre Company.

The 14 Studio Artists are supported in all aspects of their professional development. There is a strong sense of community and mutual support between artists and mentors, which extends beyond the walls of the studio. Working individually, all share, inspire and motivate each other. The group has executed commissions and exhibited in Australia, Japan, the United States and several European countries. They have collaborated on projects with other arts organisations in Ireland and abroad and advocated their own work and that of KCAT.

Job Purpose/ Mission

To support life-long learning through the arts and to achieve a high quality of creative and personal development.

Job Description

The administration of the Studio focuses on project administration i.e. exhibitions, budget and representation/ documentation of the artist. The Studio administrator will have a passion for arts participation centred cultural work and is expected to support high quality artist led development for all the KCAT Studio artists.

Location	The designated place of work is at the premises at KCAT, Mill Lane, Callan.
Position	Fixed Term 12 months (with a view to extend)
Salary:	€15 an hour
Hours:	2 days per week
Reports to	Centre Coordinator

Key Activities, Responsibilities and Job Requirements:

Studio related project and financial administration, policies and documentation

Facilitate KCAT Studio when required

Identify and support the needs, wellbeing and artistic development of KCAT Studio artists

To ensure that the artistic integrity of the Studio reflects that of KCAT's arts policies

Organise (in collaboration with other facilitators) exhibitions, commissions, collaborations and projects

Collaborate with the Studio team to deliver and oversee Studio projects as they arise.

To work with existing arts initiatives in the local and regional area.

To identify and form strategic partnerships for studio development

To participate in monitoring and evaluation KCAT Studio practise

Maintaining (in collaboration with other facilitators) non-pay Studio budget

Other functions:

To represent KCAT at meetings, conferences and seminars as and when directed

To have sound knowledge of the values and purpose of KCAT and to behave always in a way that upholds those values.

To work in accordance with the policies and procedures laid down by Camphill Communities of Ireland

To engage in personal and professional development that will ensure the necessary skills and knowledge in meeting the needs of the position.

Perform other related duties as necessary and assigned by the Centre Coordinator.

Person Specification:

Job Title: Studio Administrator

Reporting to: Centre Coordinator

The Studio Administrator will have a proven track record in project management and administration and will have a relevant third level qualification and/or equivalent experience.

Essential skills and attributes for the position

- Can-do attitude
- Exceptional project management skills
- Excellent communication skills both verbal and written
- 3 years' experience in project management and administration
- Demonstrate a commitment to and interest in visual arts and culture
- Ability/commitment to travel for exhibitions and projects
- Appropriate administrative and numeracy skills
- Ability to work equally well as a team player and on own initiative
- IT and social media skills and an ability to adapt to new applications and software packages
- Ability to prioritise and meet agreed targets
- Ability to work under pressure and to deadlines.

Desirable skills and attributes:

- Experience of arts participation centred cultural work/ facilitation
- Understanding of the social model of disability
- Appreciation of issues of access, social inclusion and equal opportunities in an arts context.