



**Comhairle Contae
Dhún na nGall**
Donegal County Council

**Regional Cultural Centre
Director
(Grade VII)**

Information for Candidates

May 2023

1. The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Director, Regional Cultural Centre (Grade VII).

Developed by Donegal County Council and opened to the public in 2007, the Regional Cultural Centre (RCC), Letterkenny, is one of Ireland's foremost, visual art-led, multi-disciplinary arts venues. It presents an ambitious programme of exhibitions and concert performances featuring local, national and internationally renowned artists, as well as extensive film, digital media, education and outreach programmes. It further supports artists through an ongoing programme of commissions, publications and artists residencies, both in-person and online. RCC initiated festivals include Letterkenny Trad Week and Distorted Perspectives while the Centre also makes significant programming contributions to the annual Bealtaine Festival, Cruinniú na nÓg, Earagail Arts Festival, Culture Night and the Wainfest Childrens Arts & Books Festival.

The centre incorporates a generous, first floor art gallery - one of the largest and best appointed of its kind in the North West of Ireland - an auditorium with 150 retractable seats and full cinema facilities, three multi-purpose workshops, dedicated digital media suite and recording studio, two small music rehearsal rooms and two foyer galleries. An ongoing programme of local, national and international art exhibitions is presented throughout the year.

The Donegal Music Education Partnership (DMEP) are based in the RCC and the two organisations work closely together including the joint promotion of the RCC concert programme and the facilitation of the workshop programme to accompany, for example, the regular Music Network concert series. The RCC is home to the DMEP ensembles Donegal Youth Orchestra, Donegal Chamber Orchestra, Errigal Groove Orchestra, Junior and Youth Choirs and Errigal Singers.

While the RCC is one of the most important cultural venues in the NorthWest, its partnerships and its outreach programme are further significant areas of work, as are online and digital programming.

The RCC's strategy is informed by that of Donegal County Council and of The Arts Council. The RCC and its annual programme are funded by Donegal County Council and The Arts Council with additional project funding as and when applicable.

Donegal County Council

The Regional Cultural Centre is an integral part of the Culture Division of Donegal County Council. The Culture Division is based in the Housing, Corporate and Culture Directorate.

The Culture Division comprises the Library Service, the Arts Service, the Regional Cultural Centre, the Museum Service, the Archives Service and the County Donegal Heritage Office. These services work closely together and the RCC Director will work closely with the Senior Librarians, the Arts Officer, the Museum Curator, the Archivist and the Heritage Officer.

The RCC will deliver on the strategic priorities of the Culture Division as set out in *Cultúr le Chéile 2022 – 2026*, and will play an important role in delivering on the upcoming Creative Ireland Donegal Culture and Creativity Strategy 2023 – 2027. As the Council works closely with Derry City & Strabane District Council and on a wider cross-border basis, this will also be an important way of working for the RCC.

The Director will report to the County Librarian/Culture Divisional Manager. The Director will deputise for the County Librarian/Culture Divisional Manager where appropriate and will represent the organisation as required.

2. Role, Duties & Responsibilities

Responsibilities and duties include but are not limited to:

- Leading the development of the RCC, its policies and programmes
- Managing RCC multi-disciplinary programme delivery including online
- Managing festivals initiated by the RCC and leading or contributing to festivals initiated by Donegal County Council
- Delivering programme in partnership with external festivals and events
- Day to day management of the RCC
- Maintaining and developing partnerships with a wide range of arts, community and development groups and agencies, locally, nationally and internationally.
- Strengthening the reputation and profile of the RCC
- Supporting artists and other cultural practitioners
- Advocating for and taking a lead role in developing culture in Donegal and the NorthWest
- Developing project proposals and managing/delivering projects
- Preparing funding applications annually to the Arts Council, project, cross-border and other as appropriate
- Budget management
- Staff management, including PMDS and training,
- Promotion and marketing of programme and services

- Development and management of the RCC website and other Council culture-related websites, including wider online presence/social media
- Implementing local authority policies and procedures
- Health and Safety compliance,
- Building management,
- Preparing & delivering reports as required by the County Council, Arts Council, funders and others as appropriate
- Developing art collection policy and managing the Council's art collection
- Representing the RCC, the Culture Division, and the Council as required
- Any other duties as required by the County Librarian/Culture Divisional Manager.

It is not an exhaustive list of all possible duties as it is recognised that jobs change and evolve over time. As the cultural sector and the local authority environment changes, so too will the requirements of the post. The post-holder will be required to carry out any other duties up to and including the grade for the position offered as necessary to fulfil the purpose and function of the post.

3. Qualifications

The Department of Housing, Local Government and Heritage has declared that the qualifications for the position of Regional Cultural Centre Director shall be as set out below :

(a) Character

Candidates shall be of good character.

Candidates for the post are subject to Garda Vetting. Prior to appointment, candidates must undergo and satisfactorily complete the Garda Vetting process.

(b) Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Health Doctor prior to appointment.

(c) Education, Experience

Each candidate must, on the latest date for receipt of completed application forms :

- (i) (a) have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects (or four if Irish is included) from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme including Irish and/or English and one of the following: Mathematics, Accounting, Business Organisation or Economics,
- AND**
- (b) have obtained at least Grade C (or Honours) in Higher Level (or Honours) papers in three subjects in that examination (or two subjects if Irish and/or one of the following is included: Mathematics, Accounting, Business Organisation or Economics),
- OR**
- (ii) have obtained a comparable standard in an equivalent examination,
- OR**
- (iii) hold a third level qualification of at least degree standard,
- AND**
- (iv) have satisfactory experience in administrative procedures, including adequate practical experience in work of an executive nature, office organisation and control of staff.

(d) Desirable skills and experience

The ideal candidate shall demonstrate:

- knowledge and understanding of international good practice in modern arts services;
- excellent knowledge of national arts policy and practice;
- excellent knowledge of local policies and plans, including those of the local authority;
- initiative in terms of recognising early signs of emerging trends as they may apply to the RCC and/or the culture sector
- innovation in terms of introducing new developments and directions and the use of new media and emerging technologies

- imagination in terms of alternative approaches to projects and to problem solving
- leadership skills and experience in managing and motivating staff;
- good decision making skills;
- good project management skills;
- financial management skills including knowledge of procurement;
- good report writing skills;
- good communication skills;
- good customer care skills
- an ability to work to deadlines and effectively handle multiple tasks;
- flexibility and ability to adapt to change;
- excellent ICT skills including a good understanding of the current role and future potential of digital technologies.

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of Regional Cultural Centre Director from which it will fill any vacancy that may arise.

(b) Probation

Successful candidates shall be required to be on probation for an initial period, as determined by the Council.

(c) Remuneration

The current annual salary-scale is €55,022 minimum to max LSI2 €71,529 (as per Circular EL 01/2023)

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

New entrants will commence on the minimum point of the scale.

(d) Base

The base for the post shall be the Regional Cultural Centre, Letterkenny.

The role will involve some travel, with some involving overnight stays and associated costs covered by the appropriate allowances.

(e) Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

(f) Working Hours

The normal hours of work will be 35 hours per week. The Council reserves the right to alter the hours of work from time to time. Given the nature of the role, there will be considerable work outside of normal business hours including evenings and weekends.

(g) Requirement to Drive

Candidates shall be required:

- a. to possess a full current category B Driving Licence.
- b. to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

(h) Conflicts of Interest

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his duties as a local authority employee.

5. Recruitment Process

A. Application Form

- Applications must be made on the official application form and all sections of the form must be fully completed.
- **Please do not submit a CV with your application.** Only information contained in the application form will be considered when assessing a candidate's suitability for the post.
- Applications must be submitted as an e mail attachment in either Word or PDF format only **by email only** to vacancies@donegalcoco.ie
- Applications must be received by the deadline specified on the form.
- Applications that are late, lost or delayed will not be considered unless official evidence showing that the application was sent within the timeframe can be produced.

B. Short Listing

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview.

C. Right to Information and Review

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision.

D. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

E. Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

F. Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

G. General Data Protection Regulation

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- Basis for Processing your Personal Information

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are deemed a qualified candidate and offered a position; the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- Storage period

Your application will be retained for two years from the date a panel for this position is formed. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at www.donegalcoco.ie