



Title: Project Manager and Programming Assistant
Department: Administration and Planning
Reports to: Director
Employment: Full-time Contract - Initial fixed term 16 month contract from April 2018
Salary: Competitive market salary, depending on experience.

University Concert Hall Limerick seeks an experienced and dynamic Project Manager and Programming Assistant, with excellent verbal and written communication skills. Their primary function will be to support and assist the Director and Administration team with the implementation and development of UCH's Programming strategy, including day to day administration functions. The successful candidate will also undertake ad-hoc duties where necessary. Flexibility and attendance is expected in respect of deadlines, concerts and events throughout the year, this includes working weekends.

Responsibilities and Duties include but are not limited to:

Main Duties

- Work closely and support UCH's Director to develop a programme of concerts and events.
- Identify potential programmes, artists or events year round.
- Set-up and maintain an annual schedule of events including in-house productions, visiting companies, artists, off-site events and Festivals such as Limerick Sings, Pantomime, UCH's 25th Anniversary events and other nonperformance based projects.
- Negotiate financial agreements and work to sales targets for key events.
- Manage regular planning and evaluation meetings to ensure plans are effectively communicated across departments.
- Prepare and complete project related funding applications and relevant post event documentation for submission as necessary.
- Assist with the administration and planning functions of UCH including the preparation of contracts and concert settlements, IMRO filings and other adhoc duties.
- Manage, organise and deliver on artist riders or other requirements as necessary.
- Build and maintain good relationships with Promoters and Community organisations, acting as a key point of contact UCH own productions.
- Abide by UCH's policies including all Health & Safety and Data protection guidelines.
- Undertake any other reasonable duties as requested by the Director.

Essential Requirements:

- At least 5 years' experience working in a similar Performing Arts capacity.
- Experience of concert planning and scheduling.
- Track record of Project Managing complex performing Arts projects.
- Excellent logistic and planning knowledge and experience.
- Experience in setting, managing budgets and negotiating artist and promoter fees.
- Proven written, verbal and online (including social media) communication skills, with emphasis on project management.
- Excellent PC skills, with a high level of proficiency in MS Word, Excel and Outlook.
- Full clean driving license.
- Willingness to work irregular and flexible hours

Desirable

- Familiarity with Production requirements.
- Musical Theatre or other Performing Arts Management experience.
- Health and Safety Training

Personal Attributes

UCH is looking for a highly committed individual who is flexible, reliable and has extensive experience working in a similar role. The candidate should have an excellent understanding and interest in the performing Arts, a calm methodical approach to their work and the ability to respect confidentiality. They should have the confidence to work independently and as part of a team in addition to:

- Excellent customer service skills
- Excellent administrative and organisation skills with an accurate approach to work, including the ability to prioritise multiple tasks while maintaining excellent attention to detail.
- Creative thinker
- Ability to prioritise time and tasks efficiently and effectively
- Highly motivated team player with the ability to problem solve, use initiative and work effectively within a small team meeting tight deadlines.

This position is subject to Garda Vetting and Foreign Police Clearance. If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more since the age of eighteen, it will be mandatory for you to furnish Foreign Police Clearance Certificates from those countries, stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Please note; any costs incurred in this process will be borne by the candidate.

Applicants are invited to send a CV and cover letter to:
Marie Healy, Administration Manager, University Concert Hall, University of Limerick.

Tel: 061 213304 E-Mail: marie.healy@uch.ie
Closing date for applications is 16th March 2018

University Concert Hall is an equal opportunities employer