DRAÍOCHT

JOB DESCRIPTION

CHILDREN'S /YOUTH ARTS CO-ORDINATOR

The Children's/Youth Arts Co-ordinator is responsible to the Director. He/she will be responsible for the delivery of the organisation's children's/youth arts activities. He/she will assist in devising and developing programmes, projects and initiatives in association with the Director and in line with the overall artistic vision of Draíocht. The Children's/Youth Arts Co-ordinator is expected to work closely with the Visual Arts Officer/Administrator and Marketing Department.

A spirit of internal and external co-operation, collaboration and communication is an important part of the identity of Draíocht and staff at all levels are expected to maintain this spirit as a professional priority in their work.

It is envisaged that the Children's/Youth Arts Co-ordinator may have to undertake some evening and weekend work.

MAIN DUTIES

Programme

- To assist in the continuing development of Draíocht as a child/family friendly centre in conjunction with the Director
- To assist in the development of programmes/projects/initiatives/activities and to bring same for consideration and approval by the Director
- To facilitate (if appropriate) and manage arts programmes and activities for local children/young people/families both in and out of the formal education system and in and out of school time.
- To create/provide opportunities for Dublin 15's youth culture to be highlighted/ celebrated
- To work closely with the Director and Marketing Department in the development of Spréacha as a landmark event for the children of Fingal and for Draíocht.
- To seek when appropriate additional sources of income (sponsorship, grants etc) to augment the children's/youth arts budget
- To engage and supervise artists/facilitators for projects/programmes, issuing appropriate contracts for such work
- Devise and administer all evaluation and monitoring systems for work undertaken ensuring that written reports (including feedback from participants and project workers and relevant statistics) are produced for each project.
- Maintain communication with participants after projects continuing to inform them of the work of Draíocht.
- Liaise with the Marketing Department to find appropriate ways of introducing new audiences to Draíocht i.e. talks, visits, access clubs etc

- Develop a resource team of artists that Draíocht would work with on an ongoing basis
- Develop a database of arts practitioners that can be recommended for use by local groups

Networking/Policy Development

- Develop strategic relationships with key workers/organisations in the area (Community Workers, Teachers, Youth Workers)
- To re-visit Draíocht's Welfare Guidelines and update if necessary to ensure that the organisation is compliant with legislation and best practice guidelines from relevant organisations.
- Develop relationships with relevant arts organisations/personnel
- To keep abreast of policy (Arts council, Department of Ed and Science, Youth/ Community Sector, Local Authorities) that impacts on Youth Arts work. To keep the Director informed of developments in this area
- In consultation with the Marketing Department and Box Office Assistant maintain a database of all relevant contacts.

General

- Work within the budget as set by the Director and General Manager
- Seek ways in conjunction with the Marketing Department of raising the profile of Draíocht's work in the area of children's/youth arts
- Ensure that the Company's Health and Safety and Equal Opportunities policies are adhered to at all times. Ensure that all project workers are made aware of and adhere to these policies
- Provide information on the work of the Children's/Youth Arts programme for dissemination both internally and externally.
- Any relevant duties which may be allocated by the Director