

## **Athlone Arts & Tourism Ltd.**

### **Assistant Manager**

Athlone Arts & Tourism, a company established by Westmeath County Council operates Athlone Castle, Luan Gallery and Abbey Road Artists' Studios. These sites managed by Athlone Arts and Tourism Ltd are of major significance to the cultural landscape of Athlone and the Ireland's Hidden Heartlands region.

Athlone Arts & Tourism is seeking to appoint an **Assistant Manager**. Details and particulars of the post are set out hereunder:

**An Assistant Manager** is required to work as part of the management team of Athlone Arts & Tourism. We are looking for candidates who are able to demonstrate excellent leadership, operational, commercial development, financial, marketing, event and staff management skills and experiences. The ideal candidate will work closely with the Company General Manager on developing the facilities into must see visitor experiences. This is a mid-career post and you must have experience of working in a junior management role in hospitality, tourism, retail or a similar environment.

The successful candidate will have a demonstrable interest in Athlone as a tourism destination hub and the sites managed by Athlone Arts & Tourism and other facilities and developments in the town and the region.

The Assistant Manager will be required to undertake a wide range of duties as set out hereunder:

### **DESCRIPTION**

- (a) Job Title: Athlone Arts & Tourism Assistant Manager
- (b) Salary: Commensurate with responsibilities
- (c) Contract: Four day week, three year fixed-term contract
- (d) Responsible To: Athlone Arts & Tourism Ltd.
- (e) Reporting To: The Manager of Athlone Arts & Tourism Ltd.

## **KEY JOB RESPONSIBILITIES**

The Assistant Manager will report to the company Manager on all matters relating to the company and will work closely with the Manager to;

### **Operations:**

- Ensure the smooth operations of all three sites;
- Plan and manage the operational procedures for the Gallery, Castle and Studios;
- Assist the Manager and Facilities/Health & Safety Officer to ensure company and facilities operations and activities are health & safety compliant;
- Manage the terms of use of the properties vis a vis community groups, artists, etc, according to resources available;
- Oversee the buildings, its facilities and equipment regarding Health and Safety, maintenance and cleanliness programme, with cognisance of the Licence to Use Agreement between Athlone Arts & Tourism Ltd and Westmeath County Council;
- Carry out other reasonable duties as may be assigned by the manager and the board of Athlone Arts and Tourism;

### **People:**

The Assistant Manager will, as line manager have HR, operational and financial responsibilities, working closely with the Manager to;

- Oversee the smooth delivery of operations and customer service in all sites
- Plan and managing the organisational development of staff and resources and company policies;
- HR responsibilities may include scheduling, conducting appraisals with staff, dealing with requests for training and staff queries, wages and leave entitlements;
- Provide leadership to core staff, volunteers and those on work placements;
- Provide reports to the manager, attend meetings and record minutes as required;
- Carry out other reasonable duties as may be assigned by the manager and the board of Athlone Arts and Tourism;

### **Planning:**

The Assistance Manager will work closely with the Manager to;

- Develop and implement strategic plans for the long-term programming of the facilities, which will engage both existing and potential audiences;
- Develop commercial, marketing and business plans;
- Negotiate, devise and develop cultural initiatives in response to perceived needs;
- Review, update and develop company policies;
- Work to create positive relationships with other cultural, educational and funding bodies, including the Arts Council, Department of Art, Sports and Tourism, Fáilte Ireland, Heritage Council of Ireland, Creative Ireland etc.;
- Explore opportunities for working in partnership with cultural tourism stakeholders;

- Maintain appropriate records and an administrative system to facilitate the efficient and effective management of the business;
- Carry out other reasonable duties as may be assigned by the manager and the board of Athlone Arts and Tourism;

### **Financial**

The Assistant Manager will work closely with the Manager to;

- Prepare a budget for the annual programme and monitor out-turns against budgets on a periodic basis and report to the manager;
- Assist the Manager with the overseeing of the day to day administration and finances of the Gallery, Castle and Studios
- Assist and support the finance administrator and be familiar with and assist the Manager in ensuring all staff comply with financial procedures
- Assist the manager in preparing management accounts for the Board;
- Ensure that all monies due are brought to account to include grant claims, sponsorships, box-office receipts and other income;
- Verify, monitor, review records and report on weekly takings in accordance with policies;
- Ensure that all cash handling procedures and policies are adhered to;
- Work closely with the manager and senior staff in developing income generating opportunities through, sourcing and submitting funding applications, monitoring retail margins, admission rates, seeking sponsorship, programming events etc.;
- Administer the payment of wages and other expenses and prepare accounts annually for audit purposes and liaise with the Auditor in the context of all funding bodies;
- Carry out other reasonable duties as may be assigned by the manager and the board of Athlone Arts and Tourism;

### **Programming:**

The Assistant Manager will support the manager and senior staff in developing, delivering and managing a varied and integrated cost-effective programme of events, exhibitions and educational activities across all three facilities;

- Work with the Manager and gallery exhibitions panel to devise, initiate and manage an innovative and interactive cultural tourism programme for the three facilities;
- Promote and sustain participation in cultural tourism for the communities of Athlone and beyond;
- Assist with the recruitment and contracting of artists and facilitators for cultural educational programmes across all facilities;
- Carry out other reasonable duties as may be assigned by the manager and the board

## **Profile & External Communications – Local, Regional & National:**

The Assistant Manager will work closely with the Manager and staff to;

- Raise awareness of Athlone Arts & Tourism facilities in local communities;
- Build a profile through regional & national networking and advocacy;
- Develop relationships with educational bodies, public bodies, tourism agencies, local and community development organisations and funding agencies;
- Develop links with the tourism sector of Athlone, Co. Westmeath, surrounding areas and the region;
- Represent the castle, gallery and studios professionally and effectively in the public domain as required;
- Carry out other reasonable duties as may be assigned by the manager and board of Athlone Arts and Tourism;

## **CONDITIONS OF EMPLOYMENT**

- The Assistant Manager will be employed on the basis of a four day week, three-year fixed term contract with an initial probationary period of 6 months and will be subject to two months' notice in writing on either side and depending on continuing finance being available.
- Duty at weekends and evenings (as required) will be an integral part of the working week i.e. the position has a 30 hour over 7 days responsibility (Tuesday to Sunday inclusive).
- The salary for the post is €37,000 + ER PRSI pro rata pa and remuneration shall be paid fortnightly in arrears.
- Applicants must have the flexibility to work hours in line with the seasonal and operational considerations of the attractions/facilities.
- Physical demands of the role include standing, walking, delivering guided tours, delivering workshops and carrying objects and merchandise.
- Rostered days and hours including start and finish times will be determined by management. Staff work primarily when the sites are open to the public.
- Applicants must hold a current clean Category B driving licence and have the use of a car.
- Applicants must be flexible with both their time and approach to work and be comfortable carrying out a variety of tasks.
- The offices of the Assistant Manager will be located in the Luan Gallery, or Athlone Castle, Athlone but may be subject to change.
- Full terms and conditions will be provided with contract at time of appointment Applicants must be flexible with both their time and approach to work and be comfortable working across three distinct venues carrying out a variety of tasks.

## **QUALIFICATIONS**

### **1. CHARACTER:**

Each applicant must be of good character

### **2. HEALTH:**

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

### **3. EDUCATION & EXPERIENCE:**

Each candidate must have:

#### **(a) Essential:-**

- A minimum third level qualification (Degree) in Hospitality, Tourism, Marketing, Business Management or a related field;
- Highly motivated with a proven track record in the relevant disciplines;
- Experience in the operations of a tourism, hospitality or retail business;
- Experience of managing staff;
- An excellent standard and comprehension of key principals of customer service;
- Possess excellent organisational and leadership skills;
- Experience of financial management and financial software and reporting;
- Cash handling experience;
- Have good time management, organisational, interpersonal and communication skills;
- Have the ability to use initiative and judgement;
- Be honest, dedicated and hard-working;
- Be punctual and capable of working within strict time frames to achieve targets and be capable of completing tasks in a timely fashion to a high standard;
- Experience in marketing and promotion and social media platforms;
- Experience in event management;
- Fluency in English and excellent communication and interpersonal skills;
- Possess good verbal and written communication skills;
- Proven self-initiative;
- Competence in IT (ie. MS Office – Word, Excel, PowerPoint, Explorer);

#### **(b) Desirable**

- Hotel Management experience
- An understanding of tourism policies and issues generally and particularly in County Westmeath;
- Experience of managing, promoting and delivering events,
- A knowledge of local and regional agencies and Community & Voluntary structures

**(c) Educational and Professional Qualifications**

Essential: A minimum third level qualification (Degree) in Hospitality, Tourism, Marketing, Business Management or a related field

**(d) Previous Experience/Training**

Essential At least 5 years of experience of a responsible role within the hospitality, tourism or retail sectors;

A minimum of 3 consecutive years at a supervisory/senior level in the hospitality, tourism or retail sectors;

Desirable Evidence of instigation, development and realisation of projects;

**(e) Job Related Achievements**

Essential Proven ability to manage and deliver projects within time and financial targets;  
Evidence of successful income generation, fundraising and grant management  
Effective management and accountability for financial resources to ensure sustainable operations;

Desirable Knowledge of the cultural infrastructure for contemporary creative practices, regionally and nationally.  
Involvement in delivery of educational and community centred programmes;

**(f) Inter-Personal Skills**

Essential Proven leadership ability and people management skills;  
Inclusive approach and open to new ideas;

**(g) Communication/Presentation Skills**

Essential Proven ability to communicate clearly and effectively in writing, and verbally, to a diversity of constituencies;

Desirable Proven track record of relevant high-quality published work/  
Editorial experience;

## (h) Other Factors

Essential	Proven ability to oversee operations, programming, staff management, facilities management, publicity, marketing and design processes;
Desirable	Recognised profile and reputation to represent Athlone Arts & Tourism

### RECRUITMENT:

- Selection shall be by means of a competition based on an interview conducted by a board on behalf of Athlone Arts & Tourism Ltd.
- Short listing will be applied where necessary on the basis of the information on qualifications and relevant experience supplied by candidates in their application.
- **Interviews will be held in late January/early February 2023.**
- The onus is on all applicants to make themselves available for any obligatory test(s) or interviews on the date(s) specified by Athlone Arts and Tourism and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the address/email specified on their application.
- Athlone Arts and Tourism will not be responsible for any expense, including travelling expenses, candidates may incur in connection with their candidature.
- Candidates shall undergo such medical examinations as Athlone Arts and Tourism considers necessary. Medical Examiners will be nominated by Athlone Arts and Tourism. Candidates will be required to pay the fee for any general medical examination or, unless determine otherwise, the fee for any examination by a medical specialist or for any special test and on receipt of bill, Athlone Arts and Tourism will reimburse the candidate. Candidates must comply, at their own expense, with such remedial requirements as Athlone Arts and Tourism consider necessary.
- Athlone Arts and Tourism shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month (**must be available to start in February 2023**) and if they fail to take up the appointment within such period or such longer period as the company in its absolute discretion may determine, the company shall not appoint them.
- Candidates who do not attend for interview or other test when and where required by Athlone Arts and Tourism, or who do not, when requested, furnish such evidence as the company requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

- A panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, be appointed as appropriate vacancies arise. The life of the panel shall be 12 months.
- Appointment will be subject to the receipt of satisfactory references.

#### **Basis for Processing your Personal Information**

- The basis for processing your personal data is to progress your application for the position you have applied for with Athlone Arts and Tourism under the Terms of the Employment (Information) Act 1994 and Athlone Arts and Tourism recruitment policies and procedures.
- Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation of if you require an employment permit /visa/ or work authorisation.

#### **Sharing of Information**

- Outside of the relevant recruitment team, the information provided in your application will only be shared for progressing the competition for which you have applied for, with a designated short-listing and / or interview board.
- If, following the competition, you are offered a position or placed on a panel, the information provided in your application will be used to form your Personal File.

#### **Storage period**

- Your application will be retained for one year from the date a panel for this position is formed. Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.
- If you do not furnish the personal data requested, Athlone Arts and Tourism will not be able to progress your application for the competition for which you are applying.
- Applications will be treated in strict confidence.



## **APPLICATION PROCEDURE**

Please ensure that you provide a valid postal and email address and a contact telephone number on your cover letter.

Applicants to send 3 x copies of a current Curriculum Vitae and cover letter (including 2 named references), outlining their specific experience as it relates to the role description no later than **Saturday 14<sup>th</sup> January 2023 to:**

The Manager,  
Athlone Arts & Tourism,  
c/o Luan Gallery,  
Elliot Road,  
Athlone,  
Co. Westmeath.

**Or**

By email to: [AatRecruit@westmeathcoco.ie](mailto:AatRecruit@westmeathcoco.ie)

Applications sent by post should be posted in sufficient time to ensure delivery by this deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Posting. The cost of postage must be borne by the applicant.

Please note an email confirmation of receipt of application will be sent in due course. Shortlisted candidates must be available to attend interview which will be held in late January/early February 2023.

**Please note canvassing will disqualify.**