

féile ealaíne an

earagail
arts
festival
www.eaf.ie
Made In Donegal

Creative Associate (fixed term, part-time contract services)

Earagail Arts Festival is seeking proposals for the provision of contract services of a Creative Associate for the period 1st March 2019 – 16th August 2019.

Introduction

Earagail Arts Festival

Earagail Arts Festival is Donegal's premier celebration of local, national and international culture and one of the largest arts festivals in Ireland. Over 40,000 people from across Donegal and around the world attend approximately 100 events in 35 venues spread over 19 towns over 20 days and nights across the North West of Ireland. The Festival is also a partner in the delivery of Letterkenny Trad Week, Distorted Perspectives and Northern Xposure festivals.

Earagail Arts Festival Management Company Limited is a not-for profit CLG and a registered charity. The Festival consists of a Board of Directors, Management

Committee, full time, part time, contract staff and volunteers. The Festival celebrates its 31st birthday between 10th and 28th July 2019.

The Festival's objectives are synonymous with those of its major funders, addressing the key propositions of the **Arts Council's 10 year strategy - *Making Great Art Work: Leading the Development of the Arts in Ireland (2016–2025)***, **Faite Ireland's *Wild Atlantic Way*** and ***Cultúr: A Strategic Vision for Cultural Services, Donegal County Council 2016-2020***.

Terms

The Creative Associate role is relevant to the Earagail Arts Festival.

The task will entail working on a part-time basis, for a number of hours per week, over the period March 2019 to August 2019.

While it is envisaged that the Creative Associate may work partly from their own workspace, the task will require the successful provider to allow for meetings with staff and stakeholders in Donegal; to be based in Donegal for a substantial part of the contract and in particular for the period of a minimum 2 weeks in advance of the Earagail Arts Festival, for the duration of the festival (10-28 July 2019) and into August to evaluate the festival. The use of Earagail Arts Festival office facilities (eg. photocopying, printing etc.) will be available as the need arises.

Budget

The maximum Budget for the delivery of this Service is **€5,000** (including VAT if applicable, Project Fee).

The Role

A. Provisional Schedule

March – May 2019

Earagail Arts Festival programme preparation.

May – August 2019

Earagail Arts Festival programme delivery, marketing and evaluation.

B. Responsibilities

1. Assisting the development and implementation of the Earagail Arts Festival Strategic Programme in conjunction with the Festival CEO /Artistic Director,

Marketing Manager, Management Committee and stakeholders with a focus on the Gaeltacht and West Donegal.

2. Assisting liaison with agents, artists, partner venues and local business partners in the preparation of the 2019 artistic programme.
3. Engagement with community, inter-cultural organisations and public agencies in the North West.
4. Collation of marketing materials from performers, artists and venues including images, audio, video, biographical materials in collaboration with CEO/Artistic Director and Marketing Manager.
5. Assisting copywriting, editing, proofing of brochure copy, website and additional marketing materials in collaboration with CEO/Artistic Director and Marketing Manager.
6. Assisting distribution of brochure, posters, flyers, civic media and on-street signage on a local, national and international basis.
7. Assisting the Festival Artist Liaison Officer during the festival.
8. Maintaining good working relationships with EAF and RCC stakeholders.
9. Assisting in the collation of audience data and feedback.
10. Completion of Project Report.
11. Assistance in the preparation of funding applications to core funders.

Line Management

The role will report to the EAF CEO /Artistic Director.

Experience

The ideal candidate will:

- have a proven track record in co-ordinating events
- be used to working in a busy and pressured working environment
- have experience of presenting projects, ideas, concepts to Clients, Directors etc
- have experience in copywriting
- have strong administrative and communication skills
- be prepared to work unsociable hours at festival time
- be enthusiastic and flexible
- be available to start immediately

Irish language

Proficiency in the Irish Language would be advantageous.

Driving Licence

Full, clean driving licence and use of own vehicle required.

Selection Criteria

In the selection of the Creative Associate, the following criteria will apply and will be weighted accordingly -

Event Programming Experience	- 40%
Knowledge of Cultural Sector in Donegal, Ireland and abroad	- 30%
General and Financial Administrative Experience	- 20%
Price Quoted	- 10%

Submission of Proposal

Your **proposal** should outline your experience in terms of the delivery of similar projects to-date, as well as your experience to-date in programming and event management. Your proposal should also include an overall costing for the delivery of the service. Please include any additional information that you consider is relevant to your proposed delivery of this service. Please also include an up-to-date CV, including the names of two referees or previous or current clients whom we may contact, should we wish to offer you this contract.

Earagail Arts Festival welcomes proposals for the provision of the services of a Creative Associate as outlined above, on or before 5.00pm on Monday, February 18th 2019. Please submit your proposal by or by email to: info@eaf.ie or in writing by CV and cover letter to:

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