

**féile ealaíne an**  
  
**earagail**  
**arts**  
**festival**  
**www.eaf.ie**  
**Made In Donegal**

**Artist Liaison (fixed term, part-time, contract for services)**

Earagail Arts Festival is seeking proposals for the provision of a contract for services of an Artist Liaison for the period 1<sup>st</sup> April 2019 – 2<sup>nd</sup> 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 31<sup>st</sup> birthday between 10<sup>th</sup> and 28<sup>th</sup> 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)*, Failte Ireland's *Wild Atlantic Way* and Cultúr: A Strategic Vision for Cultural Services, Donegal County Council 2016-2020.

### **Terms**

The task will entail working on a part-time basis, for a number of hours per week, over the period 01 April – 02 August 2019.

The place of work will be at the offices of the Earagail Arts Festival Management Company Limited.

### **Budget**

The remuneration for this post is **€5,000 before taxes.**

### **Responsibilities**

- Arrange and Book Artists travel incl. ground transport and Accommodation, liaising contact with artist's management
- Liaising with Office Manager regarding fees and per diems / buyouts for the artists
- Rider distribution for artists
- Prepare Welcome Packs for Artists
- Prepare artist contracts
- Escort Artists within Donegal where appropriate
- Liaise with Production Manager to ensure artists presence at venues within timescale agreed
- Keep budgetary record of expenditure ensuring compliance with budget levels set by the Artistic Director and Office Manager
- Collate all invoices relating to artist fees, accommodation providers etc before the end of the festival.
- Complete a post festival report for submission to the Festival Director and Office Manager, Funders and the Board commenting on the number of artists programmed in total and broken down per show, their nationality and the number of venues at which they performed. What worked well and what didn't and making recommendations for next year
- Undertake other duties as directed by the Festival Director and Office Manager

## **Experience**

The ideal candidate will:

- have min 2 years experience working in an Arts Organisation / similar role
- be used to working in a busy and pressured working environment
- have strong budgetary, administrative and communication skills
- be prepared to work unsociable hours at festival time
- be enthusiastic and flexible

## **Irish language**

Proficiency in the Irish Language would be advantageous

## **Driving Licence**

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

## **Submission of Proposal**

Your proposal should 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 for services of an Artist Liaison as outlined above, on or before 5.00pm on Monday, March 18<sup>th</sup> 2019. Please submit your proposal by or by email to: [info@eaf.ie](mailto:info@eaf.ie) or in writing by CV and cover letter to:

**Earagail Arts Festival**  
**2c Riverside Office Park**  
**Neil T Blaney**  
**Letterkenny**  
**Co Donegal**  
**F92 YN40**