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**Discover/Recover Theatre Project**

**Arts Project Administrator Role (100 hour contract)**

**Expression of Interest**

**Background to the Project**

Wexford Mental Health Association have been leading on the rollout of the Discover/Recover Theatre Project since its inception in 2015. The Discover Recover Theatre project is a drama educational project aimed at increasing mental health awareness, literacy and support help seeking, it does so through live drama performance (in Community theatres) and post-performance workshop (in Secondary schools).  In 2020, a social impact study of the project demonstrating the effectiveness and safety of the intervention was completed. To date over 3000 young people and adults have experienced the testimonial theatre performance of “A Face in the Crowd” across Wexford, Carlow and Dublin.

For further information on the project please visit:

<https://wexfordmentalhealthassociation.ie/discover-recover-theatre-project/>

**Services Required**

As part of the future development and expansion of the programme to other areas in the South East in 2022, the Discover/Recover Theatre project is seeking an Arts Project Administrator to join our team.

**Arts Project Administrator Role will include but is not limited to the following duties:**

* Be the key point of communication for the project team, theatre production team, workshop facilitators, theatres, and schools for the duration of the project run by means of managing the dedicated project email account and mobile phone.
* The point of accountability and oversight for the role of project administration support will be the project management team. To support the individual in the role regular meetings will be facilitated with the project management team to ensure key tasks are on track and trouble shoot any additional information or support required for effective project administration.
* To facilitate the calculation of the capacity of the project in terms of school engagement, theatre bookings and workshop delivery in respect of the resources and available budget.
* Maintain excel sheet in respect of the contact details for the schools, theatres, workshop facilitators and any other key stakeholder involved in the project run.
* Maintain excel sheets in respect of the theatre bookings for each school and the workshop schedule for this run of the project.
* To coordinate the expressions of interest process throughout the secondary school network across Wexford and Waterford.
* To identify a key person in each school setting that will be the host and key contact for the project.
* Be responsible for all the disseminating all the relevant information relating to the project to the school contact and other relevant stakeholders.
* Manage the booking of theatre spaces required for the project.
* Ensuring communication with the theatre production team regarding performance times, dates, get ins and any other needs that they may require at each venue to facilitate the production. Direct the invoicing for the theatres to the appropriate funding administration source.
* Manage the bookings and hosting of the post-performance back at the relevant schools and ensuring that the there is adequate workshop facilitator numbers to meet the demand and manage the communication of the schedule for the facilitator sand the schools.
* Calculate the volume required of the printed materials for the project run and as required, arrange the printing of project materials. Direct the invoicing for the printed materials to the appropriate funding administration source.

**Application Process**

Expression of interest submissions received will be evaluated on the basis of the following criteria:

**Experience**

* Minimum of two years’ experience in a relevant role including arts administration, social prescribing, arts and health, health promotion, creativity or culture related roles.
* Experience of devising and implementing cultural programming
* Experience in developing projects with a variety of stakeholders
* Experience with managing budgets and payments.
* Administrative and communications experience

**Skills**

* Ability to work in a self-directed and self-motivated manner
* Programming skills in a relevant area (arts, arts and health, culture, creativity, social prescribing)
* Excellent communication and interpersonal skills.
* Excellent organisational and time management skills and the proven ability to multitask and work to tight deadlines.
* Excellent and proven IT skills with knowledge of all Microsoft applications (including Word, Excel, PowerPoint, Outlook), website updates, online surveys and social media.

**Qualifications**

* Appropriate training or academic qualification in arts and health / culture/creative/ arts /education or a related discipline or in project / event management is desirable but not essential.

Please submit the following in your expression of interest:

* Up to date CV ( max 2 pages)
* Cover letter outlining your suitability for the position
* Details of relevant work experience and skills outlining details of two recent projects or roles that best demonstrate your suitability for the post (max 2 pages).
* Qualifications – details of appropriate training or academic qualifications in culture/creative/arts related discipline or in project/event management if available.

**Submission dates and contract details:**

Please submit any requests for clarifications by Friday 21st January.

**Closing date for submission of expression of interest is 12pm on Monday 24th January 2022.**

All correspondence to be sent to Wexfordmha@mentalhealthireland.ie for the attention of Paula Lowney, Secretary, Wexford Mental Health Association.

**Terms and Conditions**

* The service contract amount with the Wexford Mental Health Association is €1500 excluding VAT for 100hrs for the period of the contract and the total amount excluding pre agreed maximum budgets for out of pocket expenses such as mobile phone and travel expenses as required by the project. (Applicant must allow for VAT ( PSWT may apply), insurance, travel to and from work and other costs.)
* This is a 100 hour contract where the service provider is expected to work 10 hours approx per week, however, some flexibility may be required to suit the needs of the project.
* The role includes flexible working during standard office hours, evenings and weekends as required.
* Project deliverables will be agreed in advance and will be reviewed regularly.
* Fortnightly invoices and timesheets should be submitted in arrears.
* The service provider must be able to travel to and from events independently via public transport or by private car. If by car evidence of valid driving licence, NCT and insurance will be required.
* The contract may roll over if additional funding is made available, subject to successful performance and programme requirements.
* Shortlisting will be carried out based on applications received. Shortlisted applicants may be invited to a brief telephone interview.
* The appointment will be on the basis of a fixed term contract for the services issued by Wexford Mental Health Association.
* Home working is required for this post, office space will not be available unless there is a requirement for such space and this is at the discretion of Wexford Mental Health Association.
* The contractor shall be an independent service provider and not the employee of Wexford Mental Health Association.
* Canvassing will automatically disqualify applicants. Wexford Mental Health Association reserve the right to (1) contract directly from submissions received or (2) to compile a shortlist of applicants to call for a brief phone interview or (3) not to issue a contract.
* Issue of the contract is dependent on the service provider being vetted for the role by the National Garda Vetting Bureau.
* Issue of the contract is also dependent on public health advice continuing to support access to theatre venues for vaccinated audiences up to 50% capacity. As per current public health guidelines, all persons entering theatres are required to show proof of COVID vaccination.