



Creative Heartlands Project Manager – Film Part-time Three-Year Fixed Term Contract

The Leitrim Design House is seeking applications for the role of 'Creative Heartlands Project Manager- Film' under a new project that will run across counties Leitrim, Sligo and Roscommon. This is a three-year part-time position on fixed term contract which will commence in early 2021. The position will be based in Carrick-on-Shannon, but it is expected that remote working will be required for much of the first year of the contract subject to relevant Covid-19 guidance and may remain a feature of the contract to a similar or lesser extent thereafter. Travel across the region will be required (subject to relevant Covid-19 guidance).

Background to the Project

The Creative Heartlands project is designed to strengthen regional creative economic growth and to provide insight and expertise to plan for development within the Leitrim, Sligo and Roscommon Creative Sector. This project will build on the existing structures and infrastructure in the region to sustain and grow the sector across the three counties.

The project is being run by Leitrim Design House with funding from the Enterprise Ireland Regional Enterprise Development Fund and is supported by Local Enterprise Offices and Arts Offices in Leitrim, Sligo, and Roscommon. A wide range of partners and stakeholders will be engaged across the film, design and broader creative sector in the three counties.

The Role - Project Manager (Film)

The role of the Project Manager (Film) is to work with the Creative Heartlands team and the wider stakeholder group to support the regional film sector. Specifically, the manager will develop and manage programmes and projects that support the professional development of film professionals in Sligo, Leitrim and Roscommon building on the SLR Film network and support programmes developed by the three local authorities. The manager will further support inward investment in film production in the region; encourage diverse opportunities for filmmakers in the region; and encourage collaboration and interdisciplinary activities across the creative sector.

Main Duties

Audit and Needs Analysis Update and Training Programme

- Working with the Steering Group conduct a review of the needs analysis of the SLR network members carried out in 2017 and update.
- Identify gaps in the needs analysis and new requirements due to new technologies and present in an industry-standard format.
- In conjunction with the Steering Group recommend a training/CPD programme and timeline based on the needs analysis, including online training and the use of new technologies.
- Identify suitably experienced trainers and experts to deliver the training/CPD programme.
- Develop and manage a specific mentorship training programme for the film sector.

Editing Suites and Equipment Bank

- Oversee set-up and management of equipment at four locations: The Glens Centre, Leitrim Sculpture Centre, Northside Centre Sligo and Roscommon Arts Centre.
- Work with Leitrim Sculpture Centre to establish the protocols, SOPs and management system for the hiring of equipment and editing suites.



- Record the types of film projects utilising the equipment and editing facilities.
- Conduct periodic inspections of equipment

Network Support

- Further develop existing network and manage communications with members including supplying information on relevant funding and other opportunities.
- Evaluate impact of the network and related programmes.
- Organise network meetups and events on a quarterly basis.

Visibility and Promotion of SLR

- Commission a film to position the regional strength of SLR creative sector.
- Commission a short film portraying how industry, retail and services sector can benefit from high quality creative film content.
- Participate at filmmaking showcase events to promote the region.

SLR Film Project Website

- Review design and efficacy of the website (www.slrilm.ie) for project partners and network members and make recommendations.
- Source new pictures and film content for website on a regular basis.
- Update all website information as necessary.
- Liaise with Screen Ireland to update their image banks.

Data Gathering and Reporting

- Gather data and report as directed by the Project Steering Group

Qualifications & Requirements

Character

Candidates shall be of good character.

Health

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

Education & Experience

The candidate must have:

- (a)** A good standard of general education with a minimum of three years relevant work experience in one or more of the fields of film, creative sector management, sectoral development, administration of public funded projects etc

AND

- (b)** Possess a full clean Class B driving license and have access to his/her own vehicle.



In addition, it is essential that the candidate will have:

- Experience of working with creative sector, ideally involving the film sector specifically;
- Experience of working and facilitating groups, preferably in the creative sector;
- Knowledge of developing training programmes for groups;
- Excellent project management, administrative and organisational skills;
- Excellent interpersonal and communication skills both in person and in writing;
- Experience of carrying out research and evaluation including survey and face-to-face interviews;
- Experience in the delivery of publicly funded projects;
- Experience of project development delivery and promotion;
- High level of ICT competence and literacy including database management and website updating and use of social media;
- Experience in delivering presentations;
- A current driving licence and access to private transport.

Terms and Conditions of Employment

Period of Appointment

This position is a three-year fixed term contract to commence in early 2021. The Employer for this post is the Leitrim Design House on behalf of the project steering group.

Salary

The salary will be €23,200 per annum. This has been calculated to reflect a part-time position (22.5 hours per week).

Travel

Candidates shall be required to possess a full current category B Driving License without any endorsements and have access to own vehicle.

Working Hours

The core working week will be 22.5 hours per week. The working pattern will be determined by the project steering group. Flexibility will be required which will include evening and weekend work which may arise and which will be agreed with the Line Manager.

Probation and Performance

The person appointed will, on appointment, serve in a probationary capacity for a period of *six* months duration, commencing on the first day of service. If during that period, Leitrim Design House is satisfied that the appointee is unlikely to prove suitable for final appointment, the appointment may be terminated by the giving of one month's notice or in the event of misconduct or negligence, without notice. The post will be subject to interim performance review.



Reporting

The post holder will report to the Creative Heartlands Steering Group and their nominated officer for day to day reporting

Annual Leave

The post holder will be entitled to 13 days annual leave plus all public holidays.

Selection Process

- (i) Selection shall be by means of a competition based on an interview conducted by or on behalf of the Leitrim Design House
- (ii) Leitrim Design House reserves the right to shortlist applications based on information supplied in their application and only those shortlisted will be called for interview.

Application Process

Completed applications consisting of one electronic copy (with all 3 documents contained in one PDF/Word file) must be submitted to Rebecca Farrell rfarrell@leitrimcoco.ie with 'Application for Creative Heartlands Project Manager – Film' in the subject line and in the order as set out below:-

1. A brief cover letter
2. A statement demonstrating how you meet the qualifications and experience for the position (700 words max.)
3. A curriculum vitae summarising your qualifications and relevant experience (max. 3 pages)

Applicants will be shortlisted based on information provided in their application.

Closing date is Tuesday 26 January at 12pm. Late applications will not be considered. It is likely that interviews will be conducted virtually.

An acknowledgment email will be sent within 1 working day of submitting your application. If you do not receive an acknowledgment email, please contact Rebecca Farrell on mobile: 087 268 3378

Queries relating to the post can be made to Rebecca Farrell, Economic Regeneration Officer, Leitrim County Council, rfarrell@leitrimcoco.ie