

Manager-The Leitrim Design House

Job Description

The Leitrim Design House is seeking to recruit for the position of Manager. We are seeking the right candidate to grow and develop the nationally recognised Leitrim Design House.

This is an exciting opportunity to work in the retail and creative sector. The successful candidate should have a proven track record in small business management, arts marketing and administration.

Reporting to: The Board of Management of the Leitrim Design House

Role includes but is not limited to the following responsibilities.

Planning

- To plan and manage the ongoing development of the Leitrim Design House retail outlet and gallery and its related activities in line with the Community Services Programme plan.
- To manage and develop the Leitrim Design House online shop and digital platform.
- To identify additional activities and opportunities for the Leitrim Design House and its Network.
- To source and curate product that reflects the ethos of the Leitrim Design House.

Supervision

- To have the overall responsibility for management & development of staff employed under the Community Services Programme.
- To supervise all interns employed by & all placements within the Leitrim Design House.

Operations

- To ensure the smooth operation of all Leitrim Design House functions including; merchandising of the retail space; website development; in-house exhibition programmes and events etc.
- To manage delivery of strategic plan & all related plans
- To ensure efficient delivery of service of the Box Office & Front of House Services of The Dock as required.

Finance and reporting

- To maintain good governance and reporting with respect to all aspects of the operation of the organisation.
- To manage the Leitrim Design House budgets and finances and produce records and reports to the Community Services Programme and other funding bodies as required.



Marketing

- To actively raise the profile of the Leitrim Design House as a nationally recognised, outstanding centre of high-quality Irish craft & design.
- To develop an annual marketing action plan inclusive of a digital strategy.

The Ideal candidate will have.

- Significant experience working at a similar management level
- Previous Retail Experience
- Excellent interpersonal, communication, organisational and prioritisation skills
- Strong IT and Social Media Management Skills
- Ability to multi-task and meet deadlines.
- Experience of budget management and meeting income targets
- Problem resolution skills and ability to deal with the unexpected
- Ability and flexibility to perform all other job-related and ad-hoc duties as required and
- Possess a clean driving licence.

The full-time position will be offered on a 2 year fixed term contract (dependent on budget) **pending probationary 6 month period** and will involve some weekend and flexible hour's work. Community Services Programme conditions apply.

Salary: €28,860

