

## Baboró International Arts Festival for Children

Outreach Projects Manager | Part Time Role | Galway, Ireland

### About the Role

We seek a creative and enthusiastic person to join our ambitious team in Galway. This is a new, exciting role that is key to the realisation of Baboró's ongoing mission to improve the accessibility of our annual festival and year round programmes.

The Outreach Projects Manager will work closely with the Director and wider creative and administrative team to develop, deliver and manage Baboró's arts in education and participatory projects. You will work on a variety of durational projects, including Artists in Residence programmes, Baboró's Children's Advisory Panel, and with long term partners such as Punchdrunk Enrichment (UK). You will maintain and further develop important strategic relationships with Baboró's education and community partners throughout Galway city, county and beyond, to ensure that we are reaching all children in our community, especially those most in need. You will listen to and cultivate the voice of the child as an essential component of our organisation and programmes.

The Outreach Projects Manager is key to the development and delivery of our Equality, Diversity and Inclusion Policy objectives, leading on long term projects locally and developing deep relationships and rich opportunities for engagement with our community. The role will entail researching access barriers, allowing Baboró to plan, resource and engage accordingly.

This is a dynamic role which offers excellent opportunities to develop your own unique skill set and areas of interest. You will bring your own style to the work and the shape of the position, whilst fulfilling Baboró's objectives with the existing team. You are a bright, friendly, resourceful and well organised individual with strong communication skills and a passion for the arts and performance for young audiences. You enjoy working both within, and supporting, a small team in a busy environment.

### Role Objectives

1. Strengthen existing relationships with schools and forge new ones.
2. Establish ongoing relationships with new communities of families, schools and artists.

### Key Role Activities

1. Relationship building with communities and project stakeholders.
2. Communicating outreach work internally and building on learnings.
3. Successfully deliver festival engagement programme and year round projects to engage family and school audiences.

## About Baboró International Arts Festival for Children

Baboró is Ireland's flagship international arts festival devoted exclusively to children and families. In 2021, we celebrated 25 years presenting a multidisciplinary arts festival to thousands of children in Ireland from our Galway base.

Baboró is a not-for-profit dedicated to delivering a diverse creative programme from Ireland and around the world at its annual festival. Throughout the year Baboró delivers an exciting portfolio of projects that support artists and educators in their endeavours to inspire children to engage with the world through their experience of the creative arts.

Baboró is funded by the Arts Council, locally by Galway City and County Council, and a variety of other national funds alongside corporate sponsorship and donations. Baboró is in partnership with domestic and European organisations and agencies in the development of the creative arts for children. Baboró also undertakes several arts in education projects to deepen our engagement with school communities throughout Galway city and county. This year's festival will take place from 14 - 23 October 2022.

## Duties & Responsibilities

### Schools and Communities

- Work closely with Baboró's team and the wider Galway community to connect with our existing and potential audiences and partners.
- Identify and reach out to communities with whom Baboró does not currently have an established relationship.
- Work with Baboró's Creative Associate and Artists in Residence to ensure a cohesive approach to communications with schools and community groups.
- Put in place mechanisms to ensure the development of year round relationships with schools, community groups and families in Galway city and county.
- Feed into the creation of an Audience Development Plan led by Baboró's Marketing Executive.
- Coordinate and develop education resources to support the annual festival performance and visual art programme.
- Work closely with Baboró Schools Box Office to ensure maximum access to the festival.
- Work closely with Baboró's Development Manager to deliver Baboró's Access programme to those most in need.

### **Festival**

- Work closely with Baboró's Executive Artistic Director to develop and deliver an exciting Creative Engagement programme for schools and families as part of the annual festival.
- Recruit creative teams to research and present engaging participatory experiences to our audiences.
- Liaise with the wider festival team to plan, budget, produce, communicate and deliver a creative engagement programme.
- Ensure creative teams are adequately trained and adhere to company policies such as Child Protection; Equality, Diversity and Inclusion; Health & Safety, etc.

### **Baboró Children's Advisory Panel**

- Work collaboratively with Baboró's Artistic Director and Artists in Residence to recruit, coordinate, communicate with, evaluate and monitor Baboró's Children's Advisory Panel.

### **Project Design and Management**

- Work closely with the Executive Artistic Director to design and deliver year round arts in education and participation projects aligned with Baboró's Strategic goals.
- Manage the development, delivery, monitoring and reporting of multiple projects within budget and on time.
- Use project management tools to ensure projects are run efficiently, effectively, timely, and are regularly reported on.
- Manage key partnerships and relationships with project artists, stakeholders and participants.
- Ensure clear and effective communication between Baboró, partners and stakeholders.
- Build new, and deepen existing, relationships with schools and community groups to increase and diversify engagement.
- Work with the Baboró team to recruit experienced creative practitioners as necessary.
- Ensure project teams are adequately trained and adhere to company policies such as Child Protection; Equality, Diversity and Inclusion; Health & Safety, etc.
- Liaise with Baboró Producer and Festival Production Manager in relation to any venue, technical, production and health and safety requirements.
- Ensure that all appropriate paperwork such as media permission forms, license agreements, insurances, etc. are in place.

### **Budget Management**

- Responsible for managing budgets and monitoring project expenditure against budget targets, working closely with the Producer and Executive Artistic Director.
- Report to funders providing accurate written and financial reports to meet their funding and reporting requirements.

### **Monitoring and Evaluation**

- Oversee effective monitoring and evaluation, and ensure results are reported to stakeholders.
- Liaise with research partners as appropriate to ensure an adequate flow of information between partners.
- Liaise with research partners and the Baboró team to ensure timely communication of project research findings.

### **General**

- Keep up to date with changes in local, national and international best practice to ensure that Baboró's outreach work is in line with key local and national government priorities.
- Work closely with Baboró's Festival Access Officer and Production team to ensure the festival is accessible to all children and their schools and families.
- Support the wider Baboró team as required.

## Candidate Experience and Qualities

You have at least 3 years' experience of devising and delivering high quality participation and engagement activities across a variety of settings, including educational, ideally within the creative arts for children sector. You have worked with a diverse range of audiences, fostering lasting relationships with hard-to-reach communities of children and families.

You can demonstrate excellent project management skills with the ability to build long-lasting relationships inside and outside the organisation. A good working knowledge of relevant policies and legislation, safeguarding and child protection is essential. You are passionate about access to the arts for all children, no matter their circumstance. You enjoy working in a busy environment to multiple deadlines, with a small supportive team.

### Essential Skills and Experience

- At least 3 years experience in developing high quality arts programmes with limited resources.
- Experience of developing, managing and monitoring project budgets.
- Excellent communication skills, both written and verbal, internally and externally.
- Proven ability to work effectively in a creative team and build strong working relationships and partnerships both internally and externally, as well as on own initiative in a fast-paced festival environment.
- Demonstrate agility and ability to prioritise a busy workload and make informed decisions with multiple deadlines.
- Knowledge of current Child Protection and safeguarding laws.
- Fluency in English language, both oral and written.
- A friendly, warm and approachable personality.

### Desirable Skills and Experience

- Experience of managing, producing and delivering quality arts projects to schools and families, including children and young people who may experience barriers to the arts.
- Knowledge of the Lundy Model of Child Participation.
- Experience of developing participation and learning strategies.
- Knowledge and experience of providing a variety of access supports.
- Experience of designing and implementing monitoring and evaluation systems.
- A working knowledge of the Irish language, and any other languages.

## Terms and Benefits of Employment

### **Contract**

This is a part-time position (3 days a week) and offers a 3 year fixed term employee contract, subject to 9 months probation.

### **Working Hours**

Our standard office hours are 9.30am – 5.30pm, Monday – Friday. The role's work week will be agreed between the candidate and Baboró considering the needs of the individual and organisation. This role will include occasional work outside agreed office hours, especially in October. It may involve some travel from time to time.

Baboró's offices are located in Galway city centre. You should be based in Galway and available to work either from home or from our office, depending on the needs of Baboró and current government restrictions.

### **Salary range**

€30,000 - €33,000 (pro rata) commensurate with experience.

### **Pension**

2% pension contribution, following completion of one year's service.

### **Holidays**

20 annual leave days (pro rata) plus up to 4 company days per annum.

### **Disclosure**

This post requires disclosure of all criminal record information via Garda Vetting.

## Application Details and Key Dates

Please send a cover letter setting out why you feel you are suitable for this position (2 pages max) along with your current CV (2 pages max) to [admin@baboro.ie](mailto:admin@baboro.ie). If you have any questions about the role or need assistance with your application please contact the team via email [admin@baboro.ie](mailto:admin@baboro.ie).

### **Application Closing Date**

Monday 28th February, 5pm

### **Interview Date**

Monday 14th March

Interviews may be held in person in Galway or remotely on zoom, depending on Covid-19 restrictions.