



Strategic and creative project support

*in circus, participatory arts, public art,
street arts and spectacle*

General Manager (Vacancy)

Promenade provides artists and organisations with strategic and creative project support to help reach their goals and aspirations in the field of circus, participatory arts, public arts, spectacle, and street arts. Our ambition is to support work that is unexpected, relevant, and contemporary, impacting positively on people's lives. We are funded by the Arts Council through their Creative Production Supports Scheme.

Contract Details

- **Reports to:** Creative Director.
- **Fee:** €44,000 per annum pro-rata (FTE 0.5 / 2.5 days per week) including 1.5% pension contribution.
- **Contract Length:** 1 July 2026 until 31 March 2028.
- **Location:** The usual place of work will be in Cork City. Promenade is currently seeking a full-time office space for the team to work in at least 3 days per week; in the interim, the employee will work remotely.
- **Commutable Distance:** Preference will be given to candidates living in the Cork region or within easy commuting distance.

Job Description Overview

To lead and manage the planning and delivery of day-to-day operations, financial reporting, governance and HR activity. To support the Artistic Director and wider producing team with logistical and operational matters relating to our artistic cohort and producer network and training programme.

Main Contract Services Required

Management Support

- Support and manage day-to-day operations of Promenade including financial management, legal, operations, governance and HR functions
- Actively contribute to strategic planning and organisational development
- Support with grant reporting and funding
- Support the Creative Director and Producers in financial planning, work planning, and effective strategic delivery

- Oversee evaluation (track activities)
- Attendance at Promenade events only as appropriate or required on occasion

Finance, HR and Governance

- Provide financial oversight for Promenade associated projects and programme plans
- Carry out monthly management accounts
- Ensure all monthly books and associated paperwork are provided in a timely manner to Promenade's accountant
- Administer expense claims, invoice processing and serve as the primary contact for all finance-related queries
- Contract Promenade partner companies, suppliers, artists and artistic partners
- Prepare annual and programme budgets and financial reports as required
- Provide monthly payroll details & reporting on expenses to Promenade's accountant
- Ensure that the Human Resource practices and procedures are up to date and all team members are properly briefed
- Lead the development and implementation of new company policies
- Ensure the organisation adheres to all statutory requirements and internal policies
- Work with the Creative Director to identify best practice models and ways of embedding such practices across Promenade and the wider sector
- Support the gathering of monitoring and evaluation information

Company Systems, Operations & Project Support

- Research, set up, and maintain efficient project management and internal communication systems
- Manage recruitment calls for producers, artists, and other personnel
- Oversee the sourcing of equipment, training, and resources
- Manage artist, partner personnel agreements and contracts
- Coordinate logistics including venue sourcing, equipment/facility needs, and project-related travel and accommodation
- Provide high-level project assistance to ensure the smooth running of in-person and online events
- Actively contribute to team project planning, implementation and evaluation activities

Person Specification

- Experience: Minimum of 3 years relevant experience in management or senior administration.
- Licensing: A full clean Irish/EU Driving License is essential.
- Financial Literacy: Confident with numbers and proficient in Excel; experience with accounting software such as Xero, Sage, or Surf Accounts is highly desirable.

- **Systems Driven:** Thorough and detail-oriented with a consistent approach to developing effective systems.
- **Communication:** Strong communicator across various platforms (phone, in-person, online, and written).
- **Resilience:** Flexible team player, able to use initiative and remain calm while managing competing priorities, willing to travel occasionally for Promenade events outside of Cork.
- **Sector Knowledge:** Arts experience is desirable; an understanding of the performing arts world is beneficial.

How to Apply

Promenade is committed to inclusivity and diversity. We particularly welcome applications from communities currently underrepresented in the Irish arts landscape.

Applicants must supply a fully completed application form. Please email your application to **Ciara O Mahony** at ciara@promenade.ie with the subject line "**General Manager**".

If you would like to have a conversation with the Director **Kath Gorman** with regards to the role please email her at kath@promenade.ie to arrange a mutually convenient time.

Deadline for applications: Sunday 31 May, midnight

Access Notes: If you require this information in a different format or have specific access requirements for the application process, please contact us at the email address above.