



Meitheal Mara Job Description: Festival & Events Manager

The Festival & Events Manager will lead the planning and delivery of **Ocean to City – An Rás Mór**, working with Meitheal Mara staff, volunteers, participants, partners, funders and suppliers to deliver a safe, inclusive and well-managed event. The role also oversees Meitheal Mara’s coordination of **Cork Harbour Festival**, supporting and line-managing the Marketing, PR & Programme Coordinator who coordinates festival programming, partner liaison, marketing and communications.

The Events Office is part of a well-established organisation with existing financial, HR, Health & Safety and operational systems and support. The Festival & Events Manager will work within these systems, with support from Meitheal Mara’s wider staff and management team, including the organisation’s accountant and Health & Safety processes and training.

Reporting to: Operations Manager

Area	Responsibilities
1. Finance	• Manage the Events Office budget, monitoring income and expenditure and working with the accountant as required. • Prepare and support funding applications and ensure funder requirements and reporting deadlines are met.
2. Events Office & Reporting	• Maintain effective planning, systems and records across the events programme. • Coordinate the annual events calendar and ensure good communication across events. • Lead on sponsorship, partnerships and funding activity. • Monitor participation, attendance, financial and other relevant event data. • Prepare post-event reports and evaluations for funders, the Board and Meitheal Mara management.
3. Ocean to City	• Lead the year-round planning and delivery of Ocean to City, working with the Ocean to City Director, Operations Manager, staff and volunteers. • Manage relationships with participants, clubs, partners, sponsors, suppliers, agencies and other stakeholders. • Coordinate timelines, logistics, suppliers, venues, infrastructure and other event requirements, working closely with the Production Manager. • Coordinate participant communications, registrations and enquiries, with support from the Events Assistant. • Coordinate Ocean to City volunteers, working closely with the volunteer team leaders in the Race Operations Task Group. • Work with the Safety Planning Group and relevant agencies to ensure appropriate safety, risk management and operational arrangements are in place. • Work with the Marketing, PR & Programme Coordinator on promotion and communications. • Respond to operational issues and unforeseen challenges as they arise.

4. Cork Harbour Festival	• Lead the planning and overall coordination of Cork Harbour Festival. • Work with festival partners and Meitheal Mara staff to support delivery of the programme. • Line-manage and support the Marketing, PR & Programme Coordinator, who coordinates festival programming, partner liaison, marketing and communications. • Oversee the overall promotion and profile of the festival. • Support the continued development and growth of Cork Harbour Festival.
5. Staff and volunteers	• Provide line management and support to Events Office staff. • Recruit, coordinate and support staff and volunteers involved in Meitheal Mara events. • Work with volunteer team leaders and develop positive relationships with Meitheal Mara's volunteer network. • Ensure staff and volunteers have clear roles, appropriate information and the support needed to carry out their work safely and effectively.
6. Other Meitheal Mara Events	• Lead or support the planning and delivery of fundraising, special and other Meitheal Mara events as required, such as the Inter-firm Dragon Boat Challenge.
7. Wider Organisation	• Work as part of Meitheal Mara's management team and contribute to the organisation's wider work and development. • Work within Meitheal Mara's established Health & Safety, HR, financial and operational policies and procedures, making use of the training and support provided by the organisation. • Attend relevant management and Board meetings and provide updates on the Events Office and events programme. • Carry out other reasonable duties as required by the Operations Manager.
8. Ethos	• Support a culture of equal respect for every individual from short-term trainee to full time staff member in Meitheal Mara, including awareness of respect due to oneself. This is the foundation of the community of learners and workers at Meitheal Mara