

# Company Manager

## Application Information 2023



**Position:** Company Manager

**Fee:** €32,200 - €36,800 per annum pro rata, depending on experience (1 full day and 2 half days per week or equivalent of)

**Contract:** 1 year, part-time, flexible / remote, April 2023 to April 2024

**Responsible to:** Artistic Director, Creative Producer and the Board of Directors

### [Run of the Mill](#)

Run of the Mill is an inclusive arts organisation committed to supporting people with intellectual disabilities to access high quality experiences in the arts as artists, makers and participants.

At Run of the Mill we collaborate to make work that gives voice to the lived experiences of our participants. We believe that people with intellectual disabilities are underrepresented in the arts, on our screens, and on our stages — we aim to redress that imbalance by making work that puts the stories and ideas of our participants front and centre. We champion the rights of our participants to be involved in the arts and we lobby for increased access for disabled artists to the arts in all capacities — as audience members, participants, artists and paid professionals — and we work towards making the landscape of arts practice in Ireland a more inclusive one.

In recent years, the work of Run of the Mill has grown in scope, ambition and visibility. Led by Artistic Director Aisling Byrne alongside Creative Producer Killian Coyle, the work has evolved from grassroots beginnings in our local community to the presentation of award-winning productions on mainstream stages, numerous high profile national media appearances and significant investment and support from the Arts Council of Ireland and Kildare County Council across numerous projects.

In 2023, Run of the Mill will continue to leverage our practice across multiple high profile projects whilst developing meaningful and sustainable artist development programmes for our participants and supporting them to forge a pathway to future professional practice. We are receiving support from Arts Council funded Creative Production Supports Agency field:arts to carry out this significant step. We have been successfully funded by the Arts Council of Ireland to carry out a suite of works across 2022 to include; a 6 month artist / project development programme, *The Wheelhouse*, a long form development of a new theatrical work of scale, *House of Mill*, and a 12 month research project by Artistic Director Aisling Byrne. These current projects will run alongside our ambitions to tour *Making A Mark* internationally and our first short film, *Headspace*, working its way through the international festival circuit.

## Outline of the Role

To lead and manage the planning and delivery of day-to-day operations, the related financial planning, governance and HR activity. To manage and develop the team of collaborators and associated practitioners.

### *Leadership & Management*

- Support and manage ROTM's finance, operations, governance and HR functions, alongside the Artistic Director, Creative Producer and Accounts Manager.
- To support the Artistic Director and deliver projects as part of the strategic development of ROTM.
- Manage and grow relationships with key stakeholders including but not limited to the Arts Council of Ireland, related funding agencies, and participant's primary care services.
- Attendance at projects, performances, and events as appropriate or required on occasion.
- Managing Company social media and website.
- Support and collaborate with the Artistic Director on the planning and delivery of ROTM's grassroots weekly workshops — including but not limited to; communications with key stakeholders, support networks and participants' families; budget preparation and oversight; garda vetting with support of CREATE; procuring and managing ROTM facilitators.
- To support and collaborate with the Creative Producer on the planning and delivery of Run of the Mill's artistic projects — including but not limited to; personnel procurement, management, and contracting; budgetary oversight; liaising with the accounts manager to ensure the timely payment of invoices.
- Where appropriate from time to time, assist in the room as an assistant facilitator across various ROTM activities.

### *Finance, HR and Governance*

- Prepare the annual and programme budgets and other financial reports as required in collaboration with the Creative Producer, Accounts Manager, and Accountants KSI Faulkner.
- Support the team in preparing annual grant applications.
- Manage the financial reporting as required by multiple funders including the Arts Council in collaboration with Company Producer and Accounts Manager.
- Work with the Artistic Director to identify new revenue streams and support fundraising activities.
- Contract companies, suppliers, artists and artistic partners on behalf of ROTM.
- Ensure that the Human Resource practices and procedures are up to date and carried out to a high standard.
- Manage the recruitment of artists, collaborators and participants.
- Alongside the Artistic Director and Creative Producer, assess and ensure ROTM's compliance with legal, financial, statutory, child safeguarding and vulnerable adult requirements for the protection of the company, its employees, and associate artists.
- Work with the Artistic Director to identify best practice models, and ways of embedding such practices across ROTM and the wider sector.

- Act as the Company Secretary, coordinate and attend meetings of the Board, working closely with the Artistic Director and Chairperson.
- Support the Artistic Director to coordinate risk management across the organisation.
- Maintain the company's Safeguarding and Child Welfare Policies and Procedures in line with current guidelines and legislation.
- Act as the company's Mandated Person (Covid Officer) and maintain the company's Covid Safeguarding and Welfare Policies and Procedures in line with current guidelines and legislation.

## Who are we looking for?

Successful candidates will have experience in an arts management role; excellent communication and writing skills; excellent Skills in Microsoft Word, Excel, and Google Drive / GSuite; experience in budget management; experience of grant applications / fundraising, personnel management and recruitment; a strategic and analytical approach, with meticulous attention to detail; and an enthusiasm for the arts.

**Above all, we are interested in a candidate who is self-motivated and idea-driven, with a passion for creativity and inclusion. We are looking for someone who is interested and invested in being a part of this exciting juncture for Run of the Mill, and supporting us to develop our vision through collaboration and teamwork.**

**Whilst the outline of the role is broad, we are open to the successful candidate making this role their own and bringing their unique experience to bear. Support can and may be provided in areas that you feel it is required or that you have less experience across. You will be an invaluable member of a small passionate and dynamic team.**

## How to Apply

Applications must include a cover letter and a CV including full contact information and two references.

You should email your application to [killian@runofthemill.ie](mailto:killian@runofthemill.ie) & [aisling@runofthemill.ie](mailto:aisling@runofthemill.ie) —

Please use "ROTM Company Manager Application" in the subject line.

If your application file is too large for email, you can also use WeTransfer ([www.wetransfer.com](http://www.wetransfer.com)).

- Applications must be submitted by **Thursday 13th of April at 5pm.**
- Shortlisting will take place and candidates called for interview will be contacted on **Monday 17th of April by 5pm.**
- Interviews will be held on **Wednesday 19th of April.** (availability dependent).
- Final decisions will be communicated to all applicants by **Friday 21st of April.**

# ROTM Imagery

