

# ROSCOMMON ARTS CENTRE

Circular Road Roscommon

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Comhairle Contae  
Ros Comáin  
Roscommon  
County Council



## Contract for Provision of Visual Arts Services Roscommon Arts Centre

**Submission deadline: 5pm Friday 28<sup>th</sup> February 2020**

**Duration of Contract: March 2020 – December 2021**

**Contract Fee: €24,000**

Roscommon Arts Centre is seeking a suitably qualified professional to develop and deliver the visual art programme for the centre for 2020-2021. Services required include the curation of the 2021 exhibition programme & the remainder of the 2020 programme; developing the associated education programme and a new public engagement strand within the allocated budget.

The Service Provider will also be invited to advise on and assist in the development of a new visual art policy for the centre for the period 2021 – 2024.

Roscommon Arts Centre has an established reputation as a major visual art venue. In recent year's artists including Brian O'Doherty, Martin Parr and Duncan Campbell have exhibited at the centre, while Yvonne McGuinness, Anna MacCleod are amongst the artists who have been commissioned for off-site projects.

The programme consists of between six and eight shows per year. To date, artists have been selected via invitation, commission and award programmes and most recently through an open call process. Within the annual programme, there is a commitment to supporting Roscommon artists, this has been delivered to date through the Roscommon Visual Artist Forum Award (2015 – 2020).

The confirmed programme for 2020 includes artists selected through a national Open Call, invited artists and the recipient of the RVAF award 2020. The programme is yet to be completed with the addition of two further shows.

There are two visual art writers in residence, with responsibility for producing critical texts in response to selected shows.

The exhibition programme is supported by a schools visual art education programme for both primary (Primary Colours) and second level (Gallery X:Ed) students. These are delivered by a panel of artists/facilitators.

## **Detailed Contract Description:**

Within the scope of this contract, the Service Provider will work with the Director of Roscommon Arts Centre and the staff to develop, manage and promote all aspects of the visual arts programme. Services provided will include:

- Curate the remainder of the 2020 programme, in consultation with the Centre Director,
- Curate a programme of 6 – 8 exhibitions for 2021 by August 2020, which reflects the breadth of contemporary arts practice in line with the centre's programming policy
- Oversee the delivery of all aspects of the programme, including management of visiting artists, travel, delivery, install and removal of work, design & print for all shows, liaising with visual art writers, developing pr and marketing content in consultation with the Marketing Manager, overseeing openings, talks, workshops, education & engagement programmes and any other associated visual art events
- Develop new commissioning and/or award programmes for consideration
- Review and develop the education programme
- Explore new outreach and audience development initiatives that foster connections between the gallery and the community, that are challenging yet accessible, inclusive and engaging, with the ultimate aim of furthering and strengthening audience engagement between the gallery and the public, in support of art education and the visual arts.
- Manage the budget and all financial relationships in relation to the visual art programme
- Develop Memoranda of Understanding in relation to all partnerships entered into
- Develop content to enable the ongoing promotion of visual arts events in consultation with the Marketing Manager
- Report on the visual art programme for the purposes of the Arts Council & Roscommon County Council's reporting requirements and/or other funding applications as requested
- Explore new funding opportunities for the visual art programme & co-ordinate any funding applications in relation to the visual art programme

Roscommon Arts Centre is a direct function of Roscommon County Council, operating under the Community & Enterprise directorate, as such the Service Provider may be requested to advise and act in relation to the wider arts programme delivered by Roscommon County Council.

The Service Provider will be expected to be on site for an average of 16 hours per week (the equivalent of two days) working from Roscommon Arts Centre as determined by the programme. Due to the nature of the post, a degree of flexibility will be necessary.

The Service Provider must adhere to Roscommon County Council's policies and procedures whilst onsite and comply with Roscommon County Council's Child Safeguarding and Garda Vetting policies.

A Service Level Agreement will be entered into in relation to this post for which a fee of €24,000 inclusive of all admin, travel etc will be paid for the period March 2020 – 31<sup>st</sup> December 2021.

The agreement is based on the provider being on site for an average 2 days per week. As Roscommon Arts Centre is a direct function of Roscommon County Council, those providing a professional service to a state or semi-state body, are liable to PSWT, which will be withheld from your fee. You may claim the tax withheld as a credit against your Income Tax (IT) or Corporation Tax (CT) in that tax year. You must include the gross amount of tax that has been withheld in your Form 11 or Form CT1 tax return. Using PSWT as a credit. The fee will be paid on receipt of valid invoices in quarterly installments.

Applicants will be short-listed based on their relevant experience and invited for interview based on submissions. The successful candidate must be available from late March to take up this post. Applications should include:

- A cover letter highlighting key competencies in relation to the delivery of the afore-mentioned services and indicating availability to take up post
- An up to date CV (no more than 2 A4 pages)
- A minimum of 3 and maximum of 5 examples of work/links to work undertaken in similar roles which demonstrate relevant experience

Applications can be submitted via email or post on or **before 5pm on Friday 28<sup>th</sup> February 2020**

**Email:** [adooher@roscommoncoco.ie](mailto:adooher@roscommoncoco.ie) **Submissions should not exceed 30 MBYTES**

**Postal:** The Director, Roscommon Arts Centre, Circular Road, Roscommon F42 YX61

The above statements are intended to describe the general nature and level of service being provided. They are not intended to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the position.