



**An Roinn Turasóireachta, Cultúir,
Ealaíon, Gaeltachta, Spóirt agus Meán**
Department of Tourism, Culture,
Arts, Gaeltacht, Sport and Media



**Cultúr Éireann
Culture Ireland**

Appointment of Expert Advisory Committee to Culture Ireland

Closing Date: 3pm on Monday 21st June 2021

The Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media is seeking to appoint suitably qualified candidates to the Expert Advisory Committee to Culture Ireland. Interested candidates should ensure they meet the criteria outlined. Candidates should email a current curriculum vitae and a cover letter outlining the specific expertise they would bring to the committee, to the Culture Ireland at: info@cultureireland.gov.ie. Shortlisting on the basis of written applications will apply.

Expressions of interest are now invited from applicants who believe that they possess the skills and experience necessary to join the Culture Ireland Expert Advisory Committee and contribute to the delivery of Culture Ireland's strategic objectives.

The Expert Advisory Committee of Culture Ireland

- Location:** Meetings are generally held in the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media, Kildare Street, Dublin D02TD30. Since the start of the global COVID-19 pandemic virtual meetings have replaced physical ones. This arrangement will continue for the foreseeable future.
- Number of Vacancies:** Minimum 2 vacancies
- Remuneration:** Non-remunerated. Travel and subsistence are payable at the appropriate civil service rate.
- Time Requirements:** There are currently 6 virtual meetings planned per year to facilitate consideration of grant awards which necessitates advance preparation in relation to consideration of recommendations. Each meeting requires 2 to 3 hour participation on average. A need for additional meetings may arise throughout the year to deal with changing circumstances. Additional time commitment will also be required to attend Culture Ireland networking events and the presentation of Irish artists' work being supported by Culture Ireland once these physical activities resume in line with Government guidelines in relation to COVID-19 pandemic.
- Term:** The terms will be for varying periods, likely 3 or 5 year terms as members are appointed on a rolling basis.

Although the Expert Advisory Committee (EAC) of Culture Ireland is not a State Board, applicants should be aware of the contents of the Code of Practice for the Governance of State Bodies in order to ensure adherence to best practice. All members of the EAC should act on a fully informed basis, in good faith, with due diligence and care, and in the best interests of the State body, subject to the objectives set by Government. The [Code of Practice for the Governance of State Bodies 2016](#) provides a framework for the application of best practice.

In order to be an effective contributor to the EAC it is recommended that members should:

- bring independent and objective scrutiny to the oversight of the organisation;

- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

1. Background

Culture Ireland was established in 2005. Culture Ireland functions as a Division of the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media. Culture Ireland is headed by a Director at Principal Officer level and is staffed by Departmental officials, with appropriate specialist input sourced as necessary under contract or performance delivery agreements.

As a Division of the Department, shared services, such as financial services, payroll, HR and other logistical supports are provided in-house by the Department. The Secretary General of the Department is the Accounting Officer for all Culture Ireland Expenditure. Culture Ireland acts in advisory role to the Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media who, in turn, is responsible for decisions in relation to its operation and expenditure.

2. Mission and Function of Culture Ireland

The mission of Culture Ireland is as follows:-

Culture Ireland promotes and advances Irish arts worldwide, strengthening Ireland's cultural profile and global reputation and increasing career opportunities for Irish artists globally.

In doing this, Culture Ireland:

- Provides support including funding for Irish artists and arts organisations in all their diversity for the presentation of their work internationally;
- Develops diverse international markets for Irish arts;
- Encourages Irish artists to collaborate with global partners and support the presentation of collaborative work;
- Targets significant international programmes/presenters and supports their inward travel to Ireland to see work by Irish artists/arts organisation;
- Plays a role in the delivery of the cultural element of Global Ireland 2025, which aims to enhance Ireland's global cultural footprint as an integral part of Governmental international promotion;
- Fosters close and complementary relationships with both the Arts Council to develop the global appreciation of Irish arts and the Screen Ireland to promote global appreciation of Irish film.
- Builds reciprocal relationships with relevant Government Departments and State agencies for mutual advantage and unify Ireland's global reputation.

- Ensures the work of Culture Ireland reflects the aims of Culture 2025 Eire Ildánach – A Framework Policy to 2025.

In pursuing its mission Culture Ireland seeks to achieve:

- high-quality events presented in key strategic geographic locations, increasing audiences, profile and impact for Irish artists/arts organisations
- increased profile and opportunities for Irish artists in strategically important artform markets, through the delivery of high-quality curated showcases
- increased profile for Ireland as a centre for creativity and innovation, with greater benefit for cultural tourism, trade and investment.

The arts promoted by Culture Ireland are as defined in the Arts Act, 2003 - "arts" means any creative or interpretative expression (whether traditional or contemporary) in whatever form, and includes, in particular, visual arts, theatre, literature, music, dance, opera, film, circus and architecture, and includes any medium when used for those purposes.

Culture Ireland creates and supports opportunities for Irish artists and companies to present their work at international festivals, venues, showcases and arts markets. These include the Edinburgh Festivals, Celtic Connections (Glasgow), the Venice Art and Architecture Biennales, WOMEX World Music Expo, South by Southwest (in partnership with First Music Contact), Frankfurt Book Fair (in partnership with Literature Ireland) and Tanzmesse (Düsseldorf).

Culture Ireland runs a regular funding scheme to support the international presentation of work by Irish artists and companies. Applications are accepted from both participating artists and from international presenters. Culture Ireland also operates See Here, a scheme to support the inward travel to Ireland of international presenters, curators and promoters to see new Irish work available for touring.

In 2019 Culture Ireland supported Irish artists to present their work at over 450 events in 56 countries with 6 million audience members and delivered 21 showcases. Many of these artists achieved high profile awards and critical recognition.

Over recent years, Culture Ireland has also curated and presented a number of special initiatives including GB18, a yearlong programme of Irish arts in Great Britain.

Culture Ireland's programmes are coordinated with other agencies, where there is a convergence of interest, particularly with promotional events clustered around St. Patrick's Day. Culture Ireland coordinates closely with the Department of Foreign Affairs and Trade and its Mission Network.

3. Composition of the Expert Advisory Committee

The number and compilation of the EAC is not set by statute.

The EAC, in addition to representation of the arts sector, includes senior representation from the Department of Foreign Affairs and Trade, the Arts Council, the IDA, Tourism Ireland and the Screen Ireland on an ex-officio basis. This interagency representation on the committee seeks to ensure complementarities and a whole of Government approach on international promotion.

The Minister for Tourism, Culture, Arts, Gaeltacht, Sport and Media is now seeking to fill a number of positions on the EAC to ensure that there is an appropriate balance of skills and specialist knowledge of the contemporary arts sector. Appointments will be made on the basis of achieving representation of a broad range of art forms.

4. Role of Members of the Expert Advisory Committee

The EAC is required to provide support and assistance in directing the implementation of Culture Ireland's strategy and in particular through supporting the following actions:-

1. Provision of funding, expert advice and other promotional supports to enable the global presentation of Irish arts.
2. Arrangement of curated showcases and networking opportunities at key global festivals and markets, and in Ireland, to significant international programmers/presenters.
3. Work with resource organisations and Ireland's key international cultural centres to deliver key Culture Ireland objectives.
4. Maximising the cultural impact of the Government's international promotion strategy.
5. Advice to the Minister to maximise the impact of Government investment and promote wider interests of the country.
6. Research new global opportunities for the promotion of Irish arts including the fostering of partnerships, reciprocity and co-productions.
7. Expansion of the global footprint of Culture Ireland by developing a meaningful digital presence in target markets.

The EAC is required to have expert input into individual project choice and address co-ordination and a whole of Government approach to the business of the Culture Ireland programme. Each member is required to contribute effectively to the working of the Committee and to balance an expert perspective with the overall agreed strategic approach.

The Minister holds overall responsibility for overall budget allocations and accountability to the Oireachtas, with day-to-day operations being managed through the Culture Ireland Division of the Department in the normal way.

5. Person Specification

The Minister welcomes applications representative of the diversity of the Irish population and candidates based abroad, who possess the necessary skills.

It is essential that all candidates have

- 5 years' professional experience working in the arts sector
And
- specialist working knowledge of one of the art forms as defined in the Arts Act, 2003

or

- experience of fundraising, philanthropy and donor relations **and/or** PR and marketing in the arts sector.

It is desirable that all candidates possess

- A strong understanding of the Irish arts and culture sector and knowledge of the Irish language
- Sound knowledge of the arts and contemporary arts environment
- A broad understanding of international promotion of the arts
- An understanding of good practice relating to awarding grants in the arts or cultural sector
- Knowledge of sustainable practice and principles
- Knowledge of matters relating to Diversity, Equality and Inclusion (EDI) such as advocating for greater diversity and inclusion in public services or in the delivery of programmes and/or projects
- The ability to communicate effectively, work as part of a team and act as a strong advocate for Culture Ireland's strategy.

6. Term of Appointment

Appointments to the EAC will likely be for an initial period of 3 or 5 years. Successful candidates may serve a maximum of two terms.

7. Submitting your Expression of Interest

Your submission should be made by email to info@cultureireland.gov.ie together with your **Curriculum Vitae** and a **cover letter** outlining, with reference to the criteria above, the specific expertise you would bring to the role of member of the EAC.

IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you *ensure your cover letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the EAC position specified in this booklet.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this EAC.

8. Assessment Process

An Assessment Panel will be convened by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media to consider and assess the expressions of interest received by Culture Ireland.

The panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
 - Consideration of the written applications; and/or
 - Meeting/conference call; and/or
 - Referee checks; and/or
 - Any other selection or verification method deemed appropriate (this may include the Department requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

9. Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

10. Conflicts of Interest

All applicants must identify any possible areas where a conflict of interest might arise when serving as a member of the EAC.

11. Data Protection Acts 1988 & 2003

Please note that your cover letter and curriculum vitae will be forwarded to the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media and may be retained for up to one year.